

 King County	Retention Schedule Report (by Category)	Print Date: 02/11/11
<p>Category Code Level 1: ACO-Administration Coordination: The functions related to county organization, administration, and delegation of authority, particularly those that cross functional lines defined by other primary classification.</p>		
<p>Category Code Level 2: 01-General Administration: The activities associated with the day-to-day operations of the county. Includes short-term records that can be disposed of as part of normal administrative practice.</p>		
<p>Category Code Level 3: ACO-01-001 Category Title: General Office Communications, Meetings and Working Files Category Description (Description of activity): This category represents records created, received and used when communicating within and outside the county on general topics related to the business of the county and the conduct of general office meetings. As programs and projects develop within the county, it may be necessary to move initial records from this category to business related categories such as project files, contract administration files, personnel actions, etc. that need to be retained with the business activity they support. Category Notes (Examples of records in this category): Records may include but not limited to: general correspondence (not executive, elected officials or department heads); meeting minutes and agendas (not governing or advisory council, commission or board); calendars; administrative procedures and instructions (not official agency policy); working files containing copies of information for reference (not governing, advisory, executive); forms and templates; training availability announcements and notices; mailing lists. Rule Number (DAN): Combo Rule ACO-01-001 Cutoff: Year end Retention Period: 2 years Cross Reference: Essential Record: No</p>		

<p>Rule Status: Active</p> <p>Rule Remarks: Several state disposition authority numbers have been combined to create a broader category for ease of filing into the Electronic Records Management System. The records are retained for the longest retention period applied to the category.</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
4 Culture-General Division-(ALL) All Sections
Adult and Juvenile Detention (Department of)-Adult Detention Division-(ALL) All Sections
Adult and Juvenile Detention (Department of)-Community Corrections-(ALL) All Sections
Adult and Juvenile Detention (Department of)-Juvenile Detention Division-(ALL) All Sections
Assessments (Department of)-General-(ALL) All Sections
Boundary Review Board-General-(ALL) All Sections
Community and Human Services (Department of)-Community Services -(ALL) All Sections
Community and Human Services (Department of)-Development Disabilities -(ALL) All Sections
Community and Human Services (Department of)-Director's Office-(ALL) All Sections
Community and Human Services (Department of)-Mental Health, Chemical Abuse and Dependency Services-(ALL) All Sections
Community and Human Services (Department of)-Office of the Public Defender-(ALL) All Sections
Development and Environmental Services (Department of)-General Division-(ALL) All Sections
Elections (Department of)-Ballot Processing-(ALL) All Sections
Elections (Department of)-Director's Office-(DIR) Director's Office
Elections (Department of)-Operations-(ALL) All Sections

Elections (Department of)-Voter Services-(ALL) All Sections
Executive Services (Department of) -Board of Ethics-(ALL) All Sections
Executive Services (Department of) -Facilities Management-(CAP) Capital Planning
Executive Services (Department of) -Facilities Management-(CRO) CIP Central Records Office
Executive Services (Department of) -Facilities Management-(FA) Finance and Administrative Services
Executive Services (Department of) -Facilities Management-(MAJ) Major Projects
Executive Services (Department of) -Facilities Management-(PS) Printshop
Executive Services (Department of) -Facilities Management-(RES) Real Estate Services
Executive Services (Department of) -Facilities Management-(SI) Strategic Initiatives
Executive Services (Department of) -Finance and Business Operations-(BPROS) Benefit, Payroll, and Retirement Operations Section
Executive Services (Department of) -Finance and Business Operations-(DIR) Director's Office
Executive Services (Department of) -Finance and Business Operations-(FM) Financial Management
Executive Services (Department of) -Finance and Business Operations-(FM-AP) Financial Management - Accounts Payable
Executive Services (Department of) -Finance and Business Operations-(FM-AR) Accounts Receivable and Collection Enforcement
Executive Services (Department of) -Finance and Business Operations-(PCS) Procurement and Contract Services
Executive Services (Department of) -Finance and Business Operations-(TO) Treasury Operations
Executive Services (Department of) -Human Resources-(BU&HRI)

Benefits & Health Reform Initiative
Executive Services (Department of) -Human Resources-(CMS) Compensation Management Services
Executive Services (Department of) -Human Resources-(CS) Civil Service
Executive Services (Department of) -Human Resources-(DIR) Director's Office
Executive Services (Department of) -Human Resources-(DMS) Diversity, Affirmative Action & Recruitment
Executive Services (Department of) -Human Resources-(EAP) Employee Assistance Program
Executive Services (Department of) -Human Resources-(OS) Employment Services
Executive Services (Department of) -Human Resources-(RDQAT) Research, Development & Quality Assurance Team
Executive Services (Department of) -Human Resources-(S&C) Safety, Claims & Disability Services
Executive Services (Department of) -Human Resources-(TOD) Training & Organizational Development
Executive Services (Department of) -Human Resources-EMPTY
Executive Services (Department of) -Office of Civil Rights-(ALL) All Sections
Executive Services (Department of) -Office of Emergency Management-(ALL) All Sections
Executive Services (Department of) -Office of Risk Management- (ALL) All Sections
Executive Services (Department of) -Records and Licensing Services- (ARMMS) Archives, Records Management and Mail Services
Executive Services (Department of) -Records and Licensing Services- (ARMMS-AR) Archives
Executive Services (Department of) -Records and Licensing Services- (ARMMS-MS) Mail Services

Executive Services (Department of) -Records and Licensing Services-(ARMMS-RC) Records Center
Executive Services (Department of) -Records and Licensing Services-(DIR) Director's Office
Executive Services (Department of) -Records and Licensing Services-(RAS) Regional Animal Services
Executive Services (Department of) -Records and Licensing Services-(Records) Records
Executive Services (Department of) -Records and Licensing Services-(RL) Recording and Licensing
Executive Services (Department of) -Records and Licensing Services-(TEST) Test
Executive Services (Department of)-Director's Office-(DIR) Executive Services Director's Office
Executive Services (Department of)-Facilities Management-(BS) Building Services
Executive Services (Department of)-Facilities Management-(DIR) Director's Office
Judicial Administration (Department of)-Drug Diversion Court-(ALL) All Sections
Judicial Administration (Department of)-Finance Division-(ALL) All Sections
Judicial Administration (Department of)-General Division-(ALL) All Sections
Judicial Administration (Department of)-Information and Records Services-(ALL) All Sections
Judicial Administration (Department of)-Juvenile Division-(ALL) All Sections
King County Council (IA)-Board of Equalization/Appeals-(ALL) All Sections
King County Council (IA)-Clerk of the Council-(ALL) All Sections
King County Council (IA)-County Auditor-(ALL) All Sections

King County Council (IA)-Hearing Examiner-(ALL) All Sections
King County Council (IA)-Ombudsman-(OCC) Office of Citizen's Complaints
King County Council (IA)-Ombudsman-(TA) Tax Advisor
King County District Court (IA)-General Division-(ALL) All Sections
King County Executive Office-Executive's Office-(ALL) All Sections
King County Executive Office-Office of Information Resource Management-(ADSS) Enterprise Application Services - ADSS
King County Executive Office-Office of Information Resource Management-(ALL) All Sections
King County Executive Office-Office of Information Resource Management-(CIO) Chief Information Office
King County Executive Office-Office of Labor Relations-(ALL) All Sections
King County Executive Office-Office of Management and Budget-(ALL) All Sections
King County Executive Office-Office of Strategic Planning and Performance Management-(ALL) All Sections
King County Sheriff's Office (IA)-Criminal Investigation Unit-(ALL) All Sections
King County Sheriff's Office (IA)-Field Operations Division-(ALL) All Sections
King County Sheriff's Office (IA)-Green River Task Force-(ALL) All Sections
King County Sheriff's Office (IA)-Technical Services Division-(ADMIN) Administration
King County Sheriff's Office (IA)-Technical Services Division-(AFIS) Automated Fingerprint Identification System
King County Sheriff's Office (IA)-Technical Services Division-(BA) Budget & Accounting Section

King County Sheriff's Office (IA)-Technical Services Division-(COMM) Communications
King County Sheriff's Office (IA)-Technical Services Division-(CPU) Civil Process Unit
King County Sheriff's Office (IA)-Technical Services Division-(IIU) Internal Investigation Unit
King County Sheriff's Office (IA)-Technical Services Division-(PHOTO) Photo Lab
King County Sheriff's Office (IA)-Technical Services Division-(PU) Personnel Unit
King County Sheriff's Office (IA)-Technical Services Division-(Records) Records Unit
King County Superior Court (IA)-General Division-(ALL) All Sections
Natural Resources and Parks (Department of)-Director's Office-(ALL) All Sections
Natural Resources and Parks (Department of)-Director's Office-(HR) Human Resources
Natural Resources and Parks (Department of)-Parks-(CPBD) Capital Planning & Business Development
Natural Resources and Parks (Department of)-Parks-(DIR) Director's Office
Natural Resources and Parks (Department of)-Parks-(RECOPS) Recreation & Operations Support
Natural Resources and Parks (Department of)-Parks-(RES) Resource
Natural Resources and Parks (Department of)-Solid Waste-(ALL) All Sections
Natural Resources and Parks (Department of)-Wastewater Treatment-(ALL) All Sections
Natural Resources and Parks (Department of)-Water and Land Resources-(FA) Finance and Administration
Natural Resources and Parks (Department of)-Water and Land Resources-(HAZ) Hazardous Waste

Natural Resources and Parks (Department of)-Water and Land Resources-(OPS) Operational Sections
Prosecuting Attorney Office (IA)-Administration-(ALL) All Sections
Prosecuting Attorney Office (IA)-Civil Division-(ALL) All Sections
Prosecuting Attorney Office (IA)-Civil Division-(CDO) Chief Deputy Office
Prosecuting Attorney Office (IA)-Civil Division-(CS) Contracts Section
Prosecuting Attorney Office (IA)-Civil Division-(CSS) County Services Section
Prosecuting Attorney Office (IA)-Civil Division-(DIR) Director's Office
Prosecuting Attorney Office (IA)-Civil Division-(ES) Employment Section
Prosecuting Attorney Office (IA)-Civil Division-(LUS) Land Use Section
Prosecuting Attorney Office (IA)-Civil Division-(NRS) Natural Resources Section
Prosecuting Attorney Office (IA)-Civil Division-(TRPS) Transportation & Real Property Section
Prosecuting Attorney Office (IA)-Civil Division-(TS) Torts Section
Prosecuting Attorney Office (IA)-Criminal Division-(ADMIN) Administration
Prosecuting Attorney Office (IA)-Criminal Division-(Fraud) Fraud
Prosecuting Attorney Office (IA)-Criminal Division-(JUV) Juvenile
Prosecuting Attorney Office (IA)-Criminal Division-(SVP) Sexually Violent Predator
Prosecuting Attorney Office (IA)-Family Support Division-(ALL) All Sections
Public Health (Department of)-Community Health Services Division-(ADMIN) Administration

Public Health (Department of)-Community Health Services Division-(PHARM) Pharmacy
Public Health (Department of)-Community Health Services Division-(Records) Health Records
Public Health (Department of)-Correctional Health & Rehab Services-(ALL) All Sections
Public Health (Department of)-Director's Office-(ALL) All Sections
Public Health (Department of)-Emergency Medical Services Division-(ALL) All Sections
Public Health (Department of)-Environmental Health Services Division-(ALL) All Sections
Public Health (Department of)-Finance and Administrative Services Division-(ADMIN) Administration
Public Health (Department of)-Finance and Administrative Services Division-(AS) Accounting Services
Public Health (Department of)-Finance and Administrative Services Division-(HR) Human Resources
Public Health (Department of)-Finance and Administrative Services Division-(MIS) Management Information Systems
Public Health (Department of)-Prevention Division-(ADMIN) Administration
Public Health (Department of)-Prevention Division-(EPI) Epidemiology
Public Health (Department of)-Prevention Division-(HIV) HIV/AIDS Program
Public Health (Department of)-Prevention Division-(LAB) Laboratory
Public Health (Department of)-Prevention Division-(ME) Medical Examiner
Public Health (Department of)-Prevention Division-(STD) STD Clinic
Public Health (Department of)-Prevention Division-(TB) Tuberculosis

Public Health (Department of)-Prevention Division-(VS) Vital Statistics
Transportation (Department of)-Airport-(ALL) All Sections
Transportation (Department of)-Airport-(HR) Human Resources
Transportation (Department of)-Deputy Director's Office-(ALL) All Sections
Transportation (Department of)-Deputy Director's Office-(HR) Human Resources
Transportation (Department of)-Fleet-(ALL) All Sections
Transportation (Department of)-Marine-(ALL) All Sections
Transportation (Department of)-Road Services-(ADMIN) Administration
Transportation (Department of)-Road Services-(CIP) CIP and Planning
Transportation (Department of)-Road Services-(ENGR) Engineering
Transportation (Department of)-Road Services-(MAINT) Maintenance
Transportation (Department of)-Transit-(CON) Design and Construction
Transportation (Department of)-Transit-(GMO) General Manager's Office
Transportation (Department of)-Transit-(HR) Human Resources
Transportation (Department of)-Transit-(OPS) Transit Operations
Transportation (Department of)-Transit-(PF) Power and Facilities
Transportation (Department of)-Transit-(PRO) Paratransit/Rideshare Operations
Transportation (Department of)-Transit-(SAFE) Safety
Transportation (Department of)-Transit-(SCS) Sales and Customer Service
Transportation (Department of)-Transit-(SEC) Security
Transportation (Department of)-Transit-(VM) Vehicle Maintenance
Category Code Level 1: ACO-Administration Coordination: The functions

related to county organization, administration, and delegation of authority, particularly those that cross functional lines defined by other primary classification.

Category Code Level 2: 01-General Administration: The activities associated with the day-to-day operations of the county. Includes short-term records that can be disposed of as part of normal administrative practice.

Category Code Level 3: ACO-01-002

Category Title: Executive, Agency Directors, Division Directors and Council Communications, Meetings and Working Files

Category Description (Description of activity): This category covers records created, received and used by the Executive, agency directors, division directors and Council related to the activities of communicating within and outside the county in the conduct of agency business; conduct of general office/staff meetings and working files.

Category Notes (Examples of records in this category): Examples of records in this category: Correspondence files including: constituent complaints/requests and associated response; intergovernmental and other associations; executive agencies; separately elected officials; minutes and files of general office meetings; legislative files; public relations records such as speeches, newsletters, articles, press releases, proclamations, biographies, photos, etc.; appointment calendars; mailing lists; public opinion polls; informational reports compiled on a subject; projects or initiatives originating and managed from the Executive's Office. Council members and council district offices issue/district files. Some documents received by Council District offices are secondary copies and can be destroyed when obsolete or superseded. Example of these include: meeting packets when there are no annotations by the members; CAFR; reports distributed by the Clerk (who retains the original for the record); administrative records (vote logs, attendance logs, financial documents that are created and maintained by the Council Administrator). Official meeting minutes and agendas for advisory or governing bodies are not covered by this category. Constituent complaints and requests can be retained as a separate record under category PRE-01-001, Citizens' Complaints and Requests for Agency Action.

Rule Number (DAN): Combo Rule ACO-01-002

Cutoff: Year end

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Several state disposition authority numbers have been combined to create a broader category for ease of filing into the Electronic Records Management System. The records are retained for the longest retention period applied to the category. A retention period in excess of the state minimum has been set for this disposition authority number. The retention period of 2 years has been increased to 6 years to accommodate administrative needs of the agency.

Archival Status: Archival

Archival Remarks: This record can be transferred to the King County Archives after disposition approval from the agency.

Department, Division, Sections (DDS) with access to this category:

Development and Environmental Services (Department of)-General Division-(ALL) All Sections

Executive Services (Department of) -Finance and Business Operations-(DIR) Director's Office

Executive Services (Department of) -Human Resources-(DIR) Director's Office

Executive Services (Department of) -Office of Risk Management-(ALL) All Sections

Executive Services (Department of) -Records and Licensing Services-(DIR) Director's Office

Executive Services (Department of)-Director's Office-(DIR) Executive Services Director's Office

Executive Services (Department of)-Facilities Management-(DIR) Director's Office

King County Council (IA)-Clerk of the Council-(ALL) All Sections

King County Executive Office-Executive's Office-(ALL) All Sections

King County Executive Office-Office of Information Resource Management-(CIO) Chief Information Office

King County Executive Office-Office of Labor Relations-(ALL) All Sections

Natural Resources and Parks (Department of)-Director's Office-(ALL)

All Sections
Natural Resources and Parks (Department of)-Parks-(DIR) Director's Office
Prosecuting Attorney Office (IA)-Administration-(ALL) All Sections
Prosecuting Attorney Office (IA)-Civil Division-(ALL) All Sections
Prosecuting Attorney Office (IA)-Civil Division-(CDO) Chief Deputy Office
Prosecuting Attorney Office (IA)-Civil Division-(CS) Contracts Section
Prosecuting Attorney Office (IA)-Civil Division-(CSS) County Services Section
Prosecuting Attorney Office (IA)-Civil Division-(DIR) Director's Office
Prosecuting Attorney Office (IA)-Civil Division-(ES) Employment Section
Prosecuting Attorney Office (IA)-Civil Division-(LUS) Land Use Section
Prosecuting Attorney Office (IA)-Civil Division-(NRS) Natural Resources Section
Prosecuting Attorney Office (IA)-Civil Division-(TRPS) Transportation & Real Property Section
Prosecuting Attorney Office (IA)-Civil Division-(TS) Torts Section
Transportation (Department of)-Airport-(ALL) All Sections
Transportation (Department of)-Marine-(ALL) All Sections
Category Code Level 1: ACO-Administration Coordination: The functions related to county organization, administration, and delegation of authority, particularly those that cross functional lines defined by other primary classification.
Category Code Level 2: 02-Projects: The functions related to authorization, planning, purchasing/acquisitions, financing and implementing county projects.
Category Code Level 3: ACO-02-001

Category Title: Project Files

Category Description (Description of activity): This category covers miscellaneous county projects not covered by more specific categories. This category excludes grant funded, capital improvement, constructions, water and sewer system projects.

Category Notes (Examples of records in this category):

Miscellaneous projects can include: work plans, business cases, budgets, drafts, reference materials, correspondence, communication logs, notes and documents related to final deliverables. NOTE: Final documents can have a longer retention period. Examples of project deliverable: Final research/program reports, studies, surveys, models and analyses; information technology design and implementation. Contact Records Management when starting a new project if you are uncertain which project category applies to your project type.

Rule Number (DAN): GS50-01-39A

Cutoff: Completion of project

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Archival

Archival Remarks: This record can be transferred to the King County Archives after disposition approval from the agency.

Department, Division, Sections (DDS) with access to this category:

4 Culture-General Division-(ALL) All Sections

Adult and Juvenile Detention (Department of)-Adult Detention Division-(ALL) All Sections

Adult and Juvenile Detention (Department of)-Community Corrections-(ALL) All Sections

Adult and Juvenile Detention (Department of)-Juvenile Detention Division-(ALL) All Sections

Assessments (Department of)-General-(ALL) All Sections

Boundary Review Board-General-(ALL) All Sections

Community and Human Services (Department of)-Community Services -(ALL) All Sections

Community and Human Services (Department of)-Development Disabilities -(ALL) All Sections
Community and Human Services (Department of)-Director's Office-(ALL) All Sections
Community and Human Services (Department of)-Mental Health, Chemical Abuse and Dependency Services-(ALL) All Sections
Community and Human Services (Department of)-Office of the Public Defender-(ALL) All Sections
Development and Environmental Services (Department of)-General Division-(ALL) All Sections
Elections (Department of)-Ballot Processing-(ALL) All Sections
Elections (Department of)-Director's Office-(DIR) Director's Office
Elections (Department of)-Operations-(ALL) All Sections
Elections (Department of)-Voter Services-(ALL) All Sections
Executive Services (Department of) -Board of Ethics-(ALL) All Sections
Executive Services (Department of) -Facilities Management-(CAP) Capital Planning
Executive Services (Department of) -Facilities Management-(CRO) CIP Central Records Office
Executive Services (Department of) -Facilities Management-(FA) Finance and Administrative Services
Executive Services (Department of) -Facilities Management-(MAJ) Major Projects
Executive Services (Department of) -Facilities Management-(PS) Printshop
Executive Services (Department of) -Facilities Management-(RES) Real Estate Services
Executive Services (Department of) -Facilities Management-(SI) Strategic Initiatives

Executive Services (Department of) -Finance and Business Operations-(BPROS) Benefit, Payroll, and Retirement Operations Section
Executive Services (Department of) -Finance and Business Operations-(DIR) Director's Office
Executive Services (Department of) -Finance and Business Operations-(FM) Financial Management
Executive Services (Department of) -Finance and Business Operations-(FM-AP) Financial Management - Accounts Payable
Executive Services (Department of) -Finance and Business Operations-(FM-AR) Accounts Receivable and Collection Enforcement
Executive Services (Department of) -Finance and Business Operations-(PCS) Procurement and Contract Services
Executive Services (Department of) -Finance and Business Operations-(TO) Treasury Operations
Executive Services (Department of) -Human Resources-(BU&HRI) Benefits & Health Reform Initiative
Executive Services (Department of) -Human Resources-(CMS) Compensation Management Services
Executive Services (Department of) -Human Resources-(CS) Civil Service
Executive Services (Department of) -Human Resources-(DIR) Director's Office
Executive Services (Department of) -Human Resources-(DMS) Diversity, Affirmative Action & Recruitment
Executive Services (Department of) -Human Resources-(EAP) Employee Assistance Program
Executive Services (Department of) -Human Resources-(OS) Employment Services
Executive Services (Department of) -Human Resources-(RDQAT) Research, Development & Quality Assurance Team
Executive Services (Department of) -Human Resources-(S&C) Safety, Claims & Disability Services

Executive Services (Department of) -Human Resources-(TOD) Training & Organizational Development
Executive Services (Department of) -Human Resources-EMPTY
Executive Services (Department of) -Office of Civil Rights-(ALL) All Sections
Executive Services (Department of) -Office of Emergency Management-(ALL) All Sections
Executive Services (Department of) -Office of Risk Management-(ALL) All Sections
Executive Services (Department of) -Records and Licensing Services-(ARMMS) Archives, Records Management and Mail Services
Executive Services (Department of) -Records and Licensing Services-(ARMMS-AR) Archives
Executive Services (Department of) -Records and Licensing Services-(ARMMS-MS) Mail Services
Executive Services (Department of) -Records and Licensing Services-(ARMMS-RC) Records Center
Executive Services (Department of) -Records and Licensing Services-(BOX) Records Center Boxes
Executive Services (Department of) -Records and Licensing Services-(DIR) Director's Office
Executive Services (Department of) -Records and Licensing Services-(RAS) Regional Animal Services
Executive Services (Department of) -Records and Licensing Services-(Records) Records
Executive Services (Department of) -Records and Licensing Services-(RL) Recording and Licensing
Executive Services (Department of) -Records and Licensing Services-(TEST) Test
Executive Services (Department of)-Director's Office-(DIR) Executive Services Director's Office
Executive Services (Department of)-Facilities Management-(BS)

Building Services
Executive Services (Department of)-Facilities Management-(DIR) Director's Office
Judicial Administration (Department of)-Drug Diversion Court-(ALL) All Sections
Judicial Administration (Department of)-Finance Division-(ALL) All Sections
Judicial Administration (Department of)-General Division-(ALL) All Sections
Judicial Administration (Department of)-Information and Records Services-(ALL) All Sections
Judicial Administration (Department of)-Juvenile Division-(ALL) All Sections
King County Council (IA)-Board of Equalization/Appeals-(ALL) All Sections
King County Council (IA)-Clerk of the Council-(ALL) All Sections
King County Council (IA)-County Auditor-(ALL) All Sections
King County Council (IA)-Hearing Examiner-(ALL) All Sections
King County Council (IA)-Ombudsman-(OCC) Office of Citizen's Complaints
King County Council (IA)-Ombudsman-(TA) Tax Advisor
King County District Court (IA)-General Division-(ALL) All Sections
King County Executive Office-Executive's Office-(ALL) All Sections
King County Executive Office-Office of Information Resource Management-(ALL) All Sections
King County Executive Office-Office of Information Resource Management-(CIO) Chief Information Office
King County Executive Office-Office of Labor Relations-(ALL) All Sections
King County Executive Office-Office of Management and Budget-(ALL) All Sections

King County Executive Office-Office of Strategic Planning and Performance Management-(ALL) All Sections
King County Sheriff's Office (IA)-Criminal Investigation Unit-(ALL) All Sections
King County Sheriff's Office (IA)-Field Operations Division-(ALL) All Sections
King County Sheriff's Office (IA)-Green River Task Force-(ALL) All Sections
King County Sheriff's Office (IA)-Technical Services Division-(ADMIN) Administration
King County Sheriff's Office (IA)-Technical Services Division-(AFIS) Automated Fingerprint Identification System
King County Sheriff's Office (IA)-Technical Services Division-(BA) Budget & Accounting Section
King County Sheriff's Office (IA)-Technical Services Division-(COMM) Communications
King County Sheriff's Office (IA)-Technical Services Division-(CPU) Civil Process Unit
King County Sheriff's Office (IA)-Technical Services Division-(IIU) Internal Investigation Unit
King County Sheriff's Office (IA)-Technical Services Division-(PHOTO) Photo Lab
King County Sheriff's Office (IA)-Technical Services Division-(PU) Personnel Unit
King County Sheriff's Office (IA)-Technical Services Division-(Records) Records Unit
King County Superior Court (IA)-General Division-(ALL) All Sections
Natural Resources and Parks (Department of)-Director's Office-(ALL) All Sections
Natural Resources and Parks (Department of)-Director's Office-(HR) Human Resources
Natural Resources and Parks (Department of)-Parks-(CPBD) Capital

Planning & Business Development
Natural Resources and Parks (Department of)-Parks-(DIR) Director's Office
Natural Resources and Parks (Department of)-Parks-(RECOPS) Recreation & Operations Support
Natural Resources and Parks (Department of)-Parks-(RES) Resource
Natural Resources and Parks (Department of)-Solid Waste-(ALL) All Sections
Natural Resources and Parks (Department of)-Wastewater Treatment-(ALL) All Sections
Natural Resources and Parks (Department of)-Water and Land Resources-(FA) Finance and Administration
Natural Resources and Parks (Department of)-Water and Land Resources-(HAZ) Hazardous Waste
Natural Resources and Parks (Department of)-Water and Land Resources-(OPS) Operational Sections
Prosecuting Attorney Office (IA)-Administration-(ALL) All Sections
Prosecuting Attorney Office (IA)-Civil Division-(ALL) All Sections
Prosecuting Attorney Office (IA)-Civil Division-(CDO) Chief Deputy Office
Prosecuting Attorney Office (IA)-Civil Division-(CS) Contracts Section
Prosecuting Attorney Office (IA)-Civil Division-(CSS) County Services Section
Prosecuting Attorney Office (IA)-Civil Division-(DIR) Director's Office
Prosecuting Attorney Office (IA)-Civil Division-(ES) Employment Section
Prosecuting Attorney Office (IA)-Civil Division-(LUS) Land Use Section

Prosecuting Attorney Office (IA)-Civil Division-(NRS) Natural Resources Section
Prosecuting Attorney Office (IA)-Civil Division-(TRPS) Transportation & Real Property Section
Prosecuting Attorney Office (IA)-Civil Division-(TS) Torts Section
Prosecuting Attorney Office (IA)-Criminal Division-(ADMIN) Administration
Prosecuting Attorney Office (IA)-Criminal Division-(Fraud) Fraud
Prosecuting Attorney Office (IA)-Criminal Division-(JUV) Juvenile
Prosecuting Attorney Office (IA)-Criminal Division-(SVP) Sexually Violent Predator
Prosecuting Attorney Office (IA)-Family Support Division-(ALL) All Sections
Public Health (Department of)-Community Health Services Division-(ADMIN) Administration
Public Health (Department of)-Community Health Services Division-(PHARM) Pharmacy
Public Health (Department of)-Community Health Services Division-(Records) Health Records
Public Health (Department of)-Correctional Health & Rehab Services-(ALL) All Sections
Public Health (Department of)-Director's Office-(ALL) All Sections
Public Health (Department of)-Emergency Medical Services Division-(ALL) All Sections
Public Health (Department of)-Environmental Health Services Division-(ALL) All Sections
Public Health (Department of)-Finance and Administrative Services Division-(ADMIN) Administration
Public Health (Department of)-Finance and Administrative Services Division-(AS) Accounting Services

Public Health (Department of)-Finance and Administrative Services Division-(HR) Human Resources
Public Health (Department of)-Finance and Administrative Services Division-(MIS) Management Information Systems
Public Health (Department of)-Prevention Division-(ADMIN) Administration
Public Health (Department of)-Prevention Division-(EPI) Epidemiology
Public Health (Department of)-Prevention Division-(HIV) HIV/AIDS Program
Public Health (Department of)-Prevention Division-(LAB) Laboratory
Public Health (Department of)-Prevention Division-(ME) Medical Examiner
Public Health (Department of)-Prevention Division-(STD) STD Clinic
Public Health (Department of)-Prevention Division-(TB) Tuberculosis
Public Health (Department of)-Prevention Division-(VS) Vital Statistics
Transportation (Department of)-Airport-(ALL) All Sections
Transportation (Department of)-Airport-(HR) Human Resources
Transportation (Department of)-Deputy Director's Office-(ALL) All Sections
Transportation (Department of)-Deputy Director's Office-(HR) Human Resources
Transportation (Department of)-Fleet-(ALL) All Sections
Transportation (Department of)-Marine-(ALL) All Sections
Transportation (Department of)-Road Services-(ADMIN) Administration
Transportation (Department of)-Road Services-(CIP) CIP and Planning
Transportation (Department of)-Road Services-(ENGR) Engineering
Transportation (Department of)-Road Services-(MAINT) Maintenance

Transportation (Department of)-Transit-(CON) Design and Construction
Transportation (Department of)-Transit-(GMO) General Manager's Office
Transportation (Department of)-Transit-(HR) Human Resources
Transportation (Department of)-Transit-(OPS) Transit Operations
Transportation (Department of)-Transit-(PF) Power and Facilities
Transportation (Department of)-Transit-(PRO) Paratransit/Rideshare Operations
Transportation (Department of)-Transit-(SAFE) Safety
Transportation (Department of)-Transit-(SCS) Sales and Customer Service
Transportation (Department of)-Transit-(SEC) Security
Transportation (Department of)-Transit-(VM) Vehicle Maintenance
Category Code Level 1: ACO-Administration Coordination: The functions related to county organization, administration, and delegation of authority, particularly those that cross functional lines defined by other primary classification.
Category Code Level 2: 02-Projects: The functions related to authorization, planning, purchasing/acquisitions, financing and implementing county projects.
<p>Category Code Level 3: ACO-02-002</p> <p>Category Title: Research/Program Reports, Studies, Surveys, Models and Analyses</p> <p>Category Description (Description of activity): This category covers the final publication in projects where the deliverable (product) is research/program reports, studies, surveys, models and analyses. This category holds only the final publication of the report resulting from the activity of researching, studying, surveying, modeling and analyzing agency program data. Background research, drafts, and working files related to the final report should be retained as a project file under ACO-02-001. In certain cases the topic and/or a contract require longer retention of the records in this category. Contact Records Management if you are aware of more specific requirements to retain records longer.</p>

Category Notes (Examples of records in this category):**Rule Number (DAN):** GS50-01-32**Cutoff:** When obsolete or superseded**Retention Period:** 6 years**Cross Reference:****Essential Record:** No**Rule Status:** Active

Rule Remarks: The retention period of 6 years after the cutoff date was assigned to this series to be consistent with Project Files, GS50-01-39. This is in excess of the State minimum retention period. The State retention schedule allows for immediate destruction of records, once obsolete or superseded.

Archival Status: Archival

Archival Remarks: This record can be transferred to the King County Archives after disposition approval from the agency.

Department, Division, Sections (DDS) with access to this category:

4 Culture-General Division-(ALL) All Sections

Adult and Juvenile Detention (Department of)-Adult Detention
Division-(ALL) All SectionsAdult and Juvenile Detention (Department of)-Community
Corrections-(ALL) All SectionsAdult and Juvenile Detention (Department of)-Juvenile Detention
Division-(ALL) All Sections

Assessments (Department of)-General-(ALL) All Sections

Boundary Review Board-General-(ALL) All Sections

Community and Human Services (Department of)-Community
Services -(ALL) All SectionsCommunity and Human Services (Department of)-Development
Disabilities -(ALL) All SectionsCommunity and Human Services (Department of)-Director's Office-
(ALL) All SectionsCommunity and Human Services (Department of)-Mental Health,
Chemical Abuse and Dependency Services-(ALL) All Sections

Community and Human Services (Department of)-Office of the Public

Defender-(ALL) All Sections
Development and Environmental Services (Department of)-General Division-(ALL) All Sections
Elections (Department of)-Ballot Processing-(ALL) All Sections
Elections (Department of)-Director's Office-(DIR) Director's Office
Elections (Department of)-Operations-(ALL) All Sections
Elections (Department of)-Voter Services-(ALL) All Sections
Executive Services (Department of) -Board of Ethics-(ALL) All Sections
Executive Services (Department of) -Facilities Management-(CAP) Capital Planning
Executive Services (Department of) -Facilities Management-(CRO) CIP Central Records Office
Executive Services (Department of) -Facilities Management-(FA) Finance and Administrative Services
Executive Services (Department of) -Facilities Management-(MAJ) Major Projects
Executive Services (Department of) -Facilities Management-(PS) Printshop
Executive Services (Department of) -Facilities Management-(RES) Real Estate Services
Executive Services (Department of) -Facilities Management-(SI) Strategic Initiatives
Executive Services (Department of) -Finance and Business Operations-(BPROS) Benefit, Payroll, and Retirement Operations Section
Executive Services (Department of) -Finance and Business Operations-(DIR) Director's Office
Executive Services (Department of) -Finance and Business Operations-(FM) Financial Management
Executive Services (Department of) -Finance and Business Operations-(FM-AP) Financial Management - Accounts Payable

Executive Services (Department of) -Finance and Business Operations-(FM-AR) Accounts Receivable and Collection Enforcement
Executive Services (Department of) -Finance and Business Operations-(PCS) Procurement and Contract Services
Executive Services (Department of) -Finance and Business Operations-(TO) Treasury Operations
Executive Services (Department of) -Human Resources-(BU&HRI) Benefits & Health Reform Initiative
Executive Services (Department of) -Human Resources-(CMS) Compensation Management Services
Executive Services (Department of) -Human Resources-(CS) Civil Service
Executive Services (Department of) -Human Resources-(DIR) Director's Office
Executive Services (Department of) -Human Resources-(DMS) Diversity, Affirmative Action & Recruitment
Executive Services (Department of) -Human Resources-(EAP) Employee Assistance Program
Executive Services (Department of) -Human Resources-(OS) Employment Services
Executive Services (Department of) -Human Resources-(RDQAT) Research, Development & Quality Assurance Team
Executive Services (Department of) -Human Resources-(S&C) Safety, Claims & Disability Services
Executive Services (Department of) -Human Resources-(TOD) Training & Organizational Development
Executive Services (Department of) -Human Resources-EMPTY
Executive Services (Department of) -Office of Civil Rights-(ALL) All Sections
Executive Services (Department of) -Office of Emergency Management-(ALL) All Sections
Executive Services (Department of) -Office of Risk Management-

(ALL) All Sections
Executive Services (Department of) -Records and Licensing Services-(ARMMS) Archives, Records Management and Mail Services
Executive Services (Department of) -Records and Licensing Services-(ARMMS-AR) Archives
Executive Services (Department of) -Records and Licensing Services-(ARMMS-MS) Mail Services
Executive Services (Department of) -Records and Licensing Services-(ARMMS-RC) Records Center
Executive Services (Department of) -Records and Licensing Services-(DIR) Director's Office
Executive Services (Department of) -Records and Licensing Services-(RAS) Regional Animal Services
Executive Services (Department of) -Records and Licensing Services-(Records) Records
Executive Services (Department of) -Records and Licensing Services-(RL) Recording and Licensing
Executive Services (Department of) -Records and Licensing Services-(TEST) Test
Executive Services (Department of)-Director's Office-(DIR) Executive Services Director's Office
Executive Services (Department of)-Facilities Management-(BS) Building Services
Executive Services (Department of)-Facilities Management-(DIR) Director's Office
Judicial Administration (Department of)-Drug Diversion Court-(ALL) All Sections
Judicial Administration (Department of)-Finance Division-(ALL) All Sections
Judicial Administration (Department of)-General Division-(ALL) All Sections
Judicial Administration (Department of)-Information and Records

Services-(ALL) All Sections
Judicial Administration (Department of)-Juvenile Division-(ALL) All Sections
King County Council (IA)-Board of Equalization/Appeals-(ALL) All Sections
King County Council (IA)-Clerk of the Council-(ALL) All Sections
King County Council (IA)-County Auditor-(ALL) All Sections
King County Council (IA)-Hearing Examiner-(ALL) All Sections
King County Council (IA)-Ombudsman-(OCC) Office of Citizen's Complaints
King County Council (IA)-Ombudsman-(TA) Tax Advisor
King County District Court (IA)-General Division-(ALL) All Sections
King County Executive Office-Executive's Office-(ALL) All Sections
King County Executive Office-Office of Information Resource Management-(ALL) All Sections
King County Executive Office-Office of Information Resource Management-(CIO) Chief Information Office
King County Executive Office-Office of Labor Relations-(ALL) All Sections
King County Executive Office-Office of Management and Budget-(ALL) All Sections
King County Executive Office-Office of Strategic Planning and Performance Management-(ALL) All Sections
King County Sheriff's Office (IA)-Criminal Investigation Unit-(ALL) All Sections
King County Sheriff's Office (IA)-Field Operations Division-(ALL) All Sections
King County Sheriff's Office (IA)-Green River Task Force-(ALL) All Sections
King County Sheriff's Office (IA)-Technical Services Division-(ADMIN) Administration

King County Sheriff's Office (IA)-Technical Services Division-(AFIS) Automated Fingerprint Identification System
King County Sheriff's Office (IA)-Technical Services Division-(BA) Budget & Accounting Section
King County Sheriff's Office (IA)-Technical Services Division-(COMM) Communications
King County Sheriff's Office (IA)-Technical Services Division-(CPU) Civil Process Unit
King County Sheriff's Office (IA)-Technical Services Division-(IIU) Internal Investigation Unit
King County Sheriff's Office (IA)-Technical Services Division-(PHOTO) Photo Lab
King County Sheriff's Office (IA)-Technical Services Division-(PU) Personnel Unit
King County Sheriff's Office (IA)-Technical Services Division-(Records) Records Unit
King County Superior Court (IA)-General Division-(ALL) All Sections
Natural Resources and Parks (Department of)-Director's Office-(ALL) All Sections
Natural Resources and Parks (Department of)-Director's Office-(HR) Human Resources
Natural Resources and Parks (Department of)-Parks-(CPBD) Capital Planning & Business Development
Natural Resources and Parks (Department of)-Parks-(DIR) Director's Office
Natural Resources and Parks (Department of)-Parks-(RECOPS) Recreation & Operations Support
Natural Resources and Parks (Department of)-Parks-(RES) Resource
Natural Resources and Parks (Department of)-Solid Waste-(ALL) All Sections
Natural Resources and Parks (Department of)-Wastewater Treatment-(ALL) All Sections

Natural Resources and Parks (Department of)-Water and Land Resources-(FA) Finance and Administration
Natural Resources and Parks (Department of)-Water and Land Resources-(HAZ) Hazardous Waste
Natural Resources and Parks (Department of)-Water and Land Resources-(OPS) Operational Sections
Prosecuting Attorney Office (IA)-Administration-(ALL) All Sections
Prosecuting Attorney Office (IA)-Civil Division-(ALL) All Sections
Prosecuting Attorney Office (IA)-Civil Division-(CDO) Chief Deputy Office
Prosecuting Attorney Office (IA)-Civil Division-(CS) Contracts Section
Prosecuting Attorney Office (IA)-Civil Division-(CSS) County Services Section
Prosecuting Attorney Office (IA)-Civil Division-(DIR) Director's Office
Prosecuting Attorney Office (IA)-Civil Division-(ES) Employment Section
Prosecuting Attorney Office (IA)-Civil Division-(LUS) Land Use Section
Prosecuting Attorney Office (IA)-Civil Division-(NRS) Natural Resources Section
Prosecuting Attorney Office (IA)-Civil Division-(TRPS) Transportation & Real Property Section
Prosecuting Attorney Office (IA)-Civil Division-(TS) Torts Section
Prosecuting Attorney Office (IA)-Criminal Division-(ADMIN) Administration
Prosecuting Attorney Office (IA)-Criminal Division-(Fraud) Fraud
Prosecuting Attorney Office (IA)-Criminal Division-(JUV) Juvenile
Prosecuting Attorney Office (IA)-Criminal Division-(SVP) Sexually Violent Predator

Prosecuting Attorney Office (IA)-Family Support Division-(ALL) All Sections
Public Health (Department of)-Community Health Services Division-(ADMIN) Administration
Public Health (Department of)-Community Health Services Division-(PHARM) Pharmacy
Public Health (Department of)-Community Health Services Division-(Records) Health Records
Public Health (Department of)-Correctional Health & Rehab Services-(ALL) All Sections
Public Health (Department of)-Director's Office-(ALL) All Sections
Public Health (Department of)-Emergency Medical Services Division-(ALL) All Sections
Public Health (Department of)-Environmental Health Services Division-(ALL) All Sections
Public Health (Department of)-Finance and Administrative Services Division-(ADMIN) Administration
Public Health (Department of)-Finance and Administrative Services Division-(AS) Accounting Services
Public Health (Department of)-Finance and Administrative Services Division-(HR) Human Resources
Public Health (Department of)-Finance and Administrative Services Division-(MIS) Management Information Systems
Public Health (Department of)-Prevention Division-(ADMIN) Administration
Public Health (Department of)-Prevention Division-(EPI) Epidemiology
Public Health (Department of)-Prevention Division-(HIV) HIV/AIDS Program
Public Health (Department of)-Prevention Division-(LAB) Laboratory
Public Health (Department of)-Prevention Division-(ME) Medical Examiner

Public Health (Department of)-Prevention Division-(STD) STD Clinic
Public Health (Department of)-Prevention Division-(TB) Tuberculosis
Public Health (Department of)-Prevention Division-(VS) Vital Statistics
Transportation (Department of)-Airport-(ALL) All Sections
Transportation (Department of)-Airport-(HR) Human Resources
Transportation (Department of)-Deputy Director's Office-(ALL) All Sections
Transportation (Department of)-Deputy Director's Office-(HR) Human Resources
Transportation (Department of)-Fleet-(ALL) All Sections
Transportation (Department of)-Marine-(ALL) All Sections
Transportation (Department of)-Road Services-(ADMIN) Administration
Transportation (Department of)-Road Services-(CIP) CIP and Planning
Transportation (Department of)-Road Services-(ENGR) Engineering
Transportation (Department of)-Road Services-(MAINT) Maintenance
Transportation (Department of)-Transit-(CON) Design and Construction
Transportation (Department of)-Transit-(GMO) General Manager's Office
Transportation (Department of)-Transit-(HR) Human Resources
Transportation (Department of)-Transit-(OPS) Transit Operations
Transportation (Department of)-Transit-(PF) Power and Facilities
Transportation (Department of)-Transit-(PRO) Paratransit/Rideshare Operations
Transportation (Department of)-Transit-(SAFE) Safety
Transportation (Department of)-Transit-(SCS) Sales and Customer Service
Transportation (Department of)-Transit-(SEC) Security

Transportation (Department of)-Transit-(VM) Vehicle Maintenance
Category Code Level 1: ACO-Administration Coordination: The functions related to county organization, administration, and delegation of authority, particularly those that cross functional lines defined by other primary classification.
Category Code Level 2: 03-Policies and Procedures: The activity of creating systematic approaches to operations and processes.
Category Code Level 3: ACO-03-001 Category Title: Policy Development Files Category Description (Description of activity): Working files containing correspondence, research and drafts related to the development of agency policy. Category Notes (Examples of records in this category): Rule Number (DAN): GS50-01-39A Cutoff: Completion of project Retention Period: 6 years Cross Reference: Essential Record: No Rule Status: Active Rule Remarks: Archival Status: Archival Archival Remarks: This record can be transferred to the King County Archives after disposition approval from the agency.
Department, Division, Sections (DDS) with access to this category:
Elections (Department of)-Operations-(ALL) All Sections
Executive Services (Department of) -Finance and Business Operations-(FM) Financial Management
Executive Services (Department of) -Human Resources-(DIR) Director's Office
Executive Services (Department of) -Human Resources-(RDQAT) Research, Development & Quality Assurance Team
Executive Services (Department of) -Office of Risk Management-(ALL) All Sections
Executive Services (Department of) -Records and Licensing Services-(ARMMS-AR) Archives

Executive Services (Department of) -Records and Licensing Services-(ARMMS-MS) Mail Services
Executive Services (Department of) -Records and Licensing Services-(ARMMS-RC) Records Center
Executive Services (Department of) -Records and Licensing Services-(DIR) Director's Office
Executive Services (Department of) -Records and Licensing Services-(RAS) Regional Animal Services
Executive Services (Department of) -Records and Licensing Services-(TEST) Test
King County Executive Office-Executive's Office-(ALL) All Sections
King County Executive Office-Office of Information Resource Management-(CIO) Chief Information Office
King County Executive Office-Office of Labor Relations-(ALL) All Sections
Natural Resources and Parks (Department of)-Director's Office-(ALL) All Sections
Natural Resources and Parks (Department of)-Parks-(CPBD) Capital Planning & Business Development
Natural Resources and Parks (Department of)-Parks-(DIR) Director's Office
Natural Resources and Parks (Department of)-Parks-(RECOPS) Recreation & Operations Support
Natural Resources and Parks (Department of)-Parks-(RES) Resource
Transportation (Department of)-Airport-(ALL) All Sections
Transportation (Department of)-Fleet-(ALL) All Sections
Transportation (Department of)-Marine-(ALL) All Sections
Category Code Level 1: ACO-Administration Coordination: The functions related to county organization, administration, and delegation of authority, particularly those that cross functional lines defined by other primary classification.
Category Code Level 2: 03-Policies and Procedures: The activity of

creating systematic approaches to operations and processes.

Category Code Level 3: ACO-03-002

Category Title: Final Adopted Policy

Category Description (Description of activity): Officially adopted policies, procedures or public rules affecting the entire agency. Activated through executive or department head signature, ordinance or resolution.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-01-24

Cutoff: Date adopted

Retention Period: 6 years

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: Essential Record - Needs security microfilm backup. This rule is assigned to ACO-03-002.

Archival Status: Archival

Archival Remarks: These records can be transferred to the County Archives 6 years after the cutoff date.

Department, Division, Sections (DDS) with access to this category:

Elections (Department of)-Operations-(ALL) All Sections

Executive Services (Department of) -Board of Ethics-(ALL) All Sections

Executive Services (Department of) -Finance and Business Operations-(FM) Financial Management

Executive Services (Department of) -Human Resources-(DIR) Director's Office

Executive Services (Department of) -Human Resources-(RDQAT) Research, Development & Quality Assurance Team

Executive Services (Department of) -Records and Licensing Services-(ARMMS) Archives, Records Management and Mail Services

Executive Services (Department of) -Records and Licensing Services-(ARMMS-AR) Archives

Executive Services (Department of) -Records and Licensing Services-(ARMMS-MS) Mail Services

Executive Services (Department of) -Records and Licensing Services-(ARMMS-RC) Records Center
Executive Services (Department of) -Records and Licensing Services-(DIR) Director's Office
Executive Services (Department of) -Records and Licensing Services-(RAS) Regional Animal Services
Executive Services (Department of) -Records and Licensing Services-(TEST) Test
Judicial Administration (Department of)-Finance Division-(ALL) All Sections
King County Executive Office-Office of Information Resource Management-(CIO) Chief Information Office
Natural Resources and Parks (Department of)-Director's Office-(ALL) All Sections
Natural Resources and Parks (Department of)-Parks-(DIR) Director's Office
Natural Resources and Parks (Department of)-Parks-(RECOPS) Recreation &Operations Support
Natural Resources and Parks (Department of)-Parks-(RES) Resource
Public Health (Department of)-Director's Office-(ALL) All Sections
Transportation (Department of)-Airport-(ALL) All Sections
Transportation (Department of)-Fleet-(ALL) All Sections
Transportation (Department of)-Marine-(ALL) All Sections
Category Code Level 1: ACO-Administration Coordination: The functions related to county organization, administration, and delegation of authority, particularly those that cross functional lines defined by other primary classification.
Category Code Level 2: 03-Policies and Procedures: The activity of creating systematic approaches to operations and processes.
Category Code Level 3: ACO-03-003 Category Title: Delegation of Authority and Signature Records Category Description (Description of activity): Includes written delegation of authority to specific individuals to sign documents and

financial instruments, and to make decisions in lieu of a superior officer. The category also covers implementation records for line of succession as delegated in agency policy.

Category Notes (Examples of records in this category): Records include, but are not limited to, samples of signatures. Note: See King County Policy ACO 8-1-29 (AEO) Delegation of Authority during Absence of the Executive and Line of Succession.

Rule Number (DAN): GS50-03B-11

Cutoff: When superseded

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Finance and Business Operations-(FM-AP) Financial Management - Accounts Payable

Executive Services (Department of) -Finance and Business Operations-(FM-AR) Accounts Receivable and Collection Enforcement

Executive Services (Department of) -Records and Licensing Services-(DIR) Director's Office

Category Code Level 1: ACO-Administration Coordination: The functions related to county organization, administration, and delegation of authority, particularly those that cross functional lines defined by other primary classification.

Category Code Level 2: 04-Planning, Mission, and Charter: The activity of documenting and determining the county's objectives and the means for obtaining them.

Category Code Level 3: ACO-04-001

Category Title: Franchises

Category Description (Description of activity): Documentation regarding franchise contracts and the administration of those contracts.

Category Notes (Examples of records in this category): The typical contents of this file is the franchise contract, contract negotiation documentation, case files submitted to the Hearing Examiner, copy of

the Hearing Examiners final recommendation of decision, resolutions and ordinances from the King County Council. Copies of the contract are sent to DES-Facilities Management - Real Estate Services to manage the franchise work done in the county right of way.

Rule Number (DAN): GS50-05A-10

Cutoff: Termination or withdrawal

Retention Period: 6 years

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

Archival Status: Archival

Archival Remarks: This record can be transferred to the King County Archives after disposition approval from the agency.

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Facilities Management-(RES)
Real Estate Services

Executive Services (Department of) -Records and Licensing Services-(TEST) Test

Executive Services (Department of)-Facilities Management-(DIR)
Director's Office

King County Executive Office-Office of Information Resource
Management-(ALL) All Sections

Natural Resources and Parks (Department of)-Wastewater Treatment-(ALL) All Sections

Category Code Level 1: ACO-Administration Coordination: The functions related to county organization, administration, and delegation of authority, particularly those that cross functional lines defined by other primary classification.

Category Code Level 2: 05-Agency Complaints, Investigations and Findings: The activity of monitoring and enforcing county code, policies and public rules

Category Code Level 3: ACO-05-001

<p>Category Title: Financial Disclosure Statements</p> <p>Category Description (Description of activity): Forms completed annually by employees, board, commission and committee members, and elected officials subject to ethics financial disclosure requirements.</p> <p>Category Notes (Examples of records in this category): Includes any requests for public disclosure, per RCW 42.17, which are attached to Financial Disclosure Statement. Filed by year, then department and name of person.</p> <p>Rule Number (DAN): S94-091-01</p> <p>Cutoff: Year End</p> <p>Retention Period: 6 Years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks: Public Disclosure is open for: Records of elected officials, deputy county executive, department directors, division managers and county executive's administrative assistant. Public Disclosure is review for: All other statements (board, commission, committee members), to provide opportunity to assert right to privacy. Remove name from public disclosure request.</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
<p>Department, Division, Sections (DDS) with access to this category:</p> <p>Executive Services (Department of) -Board of Ethics-(ALL) All Sections</p>
<p>Category Code Level 1: ACO-Administration Coordination: The functions related to county organization, administration, and delegation of authority, particularly those that cross functional lines defined by other primary classification.</p>
<p>Category Code Level 2: 05-Agency Complaints, Investigations and Findings: The activity of monitoring and enforcing county code, policies and public rules</p>
<p>Category Code Level 3: ACO-05-002</p> <p>Category Title: Fair Housing Investigation Records</p> <p>Category Description (Description of activity): Documents the investigation of complaints of housing discrimination under the County's Open Housing Ordinance and the Federal Fair Housing Act.</p> <p>Category Notes (Examples of records in this category): Includes</p>

<p>complaint form, notification, phone contact logs, notes, witness statements, evidentiary documents, findings, request for reconsideration of finding of no reasonable cause.</p> <p>Rule Number (DAN): S00-013-04</p> <p>Cutoff: Year end after complaint resolved</p> <p>Retention Period: 10 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks: There is no state retention equivalent for this record series.</p> <p>Archival Status: Archival</p> <p>Archival Remarks: This record can be transferred to the King County Archives after disposition approval from the agency.</p>
<p>Department, Division, Sections (DDS) with access to this category:</p> <p>Executive Services (Department of) -Office of Civil Rights-(ALL) All Sections</p>
<p>Category Code Level 1: ACO-Administration Coordination: The functions related to county organization, administration, and delegation of authority, particularly those that cross functional lines defined by other primary classification.</p>
<p>Category Code Level 2: 06-Risk Management/Insurance: The activity of identifying and mitigating risks to the local government agency.</p>
<p>Category Code Level 3: ACO-06-001</p> <p>Category Title: Disaster Preparedness and Recovery Plans</p> <p>Category Description (Description of activity): The activity of identifying possible risks of disaster and developing recovery plans.</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): Combo Rule ACO-06-001</p> <p>Cutoff: when obsolete or superseded</p> <p>Retention Period: 6 years</p> <p>Cross Reference:</p> <p>Essential Record: Yes</p> <p>Rule Status: Active</p> <p>Rule Remarks: This rule is used by category ACO-06-001.</p> <p>Archival Status: Archival</p> <p>Archival Remarks: Records from this series may be selected for inclusion in the county's historical records collection. Please contact the</p>

county archivist for an appraisal.
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Records and Licensing Services-(TEST) Test
Category Code Level 1: ACO-Administration Coordination: The functions related to county organization, administration, and delegation of authority, particularly those that cross functional lines defined by other primary classification.
Category Code Level 2: 06-Risk Management/Insurance: The activity of identifying and mitigating risks to the local government agency.
<p>Category Code Level 3: ACO-06-002</p> <p>Category Title: King County Insurance Policy Certificates & Binders</p> <p>Category Description (Description of activity): Original copies of insurance policy certificates, insurance binders, renewal applications and marketing material. Essential and permanent.</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): GS50-06C-04</p> <p>Cutoff: None</p> <p>Retention Period: PERMANENT</p> <p>Cross Reference:</p> <p>Essential Record: Yes</p> <p>Rule Status: Active</p> <p>Rule Remarks: This records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Office of Risk Management-(ALL) All Sections
Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.
Category Code Level 2: 02-Design and Construction:The activity of designing, constructing, or remodeling buildings, structures, infrastructures,

etc, owned, leased, or otherwise occupied by the county.

Category Code Level 3: ASM-02-001

Category Title: Engineering and Architectural Drawings and Specifications

Category Description (Description of activity): Architectural, structural, plumbing, electrical, etc. ESSENTIAL RECORD - Needs security microfilm backup - See archival remarks.

Category Notes (Examples of records in this category):

Rule Number (DAN): Combo Rule ASM-02-001

Cutoff: Disposal or sale of building or property

Retention Period: 10 years

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

Archival Status: Archival

Archival Remarks: This record can be transferred to the King County Archives after disposition approval from the agency.

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Facilities Management-(CRO)
CIP Central Records Office

Executive Services (Department of) -Records and Licensing Services-(TEST) Test

Natural Resources and Parks (Department of)-Parks-(DIR) Director's Office

Transportation (Department of)-Transit-(CON) Design and Construction

Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.

Category Code Level 2: 02-Design and Construction:The activity of designing, constructing, or remodeling buildings, structures, infrastructures, etc, owned, leased, or otherwise occupied by the county.

Category Code Level 3: ASM-02-002**Category Title:** Construction Project Files

Category Description (Description of activity): Case file documentation on the progress and completion of each agency public works or engineering construction project. Documents used to guide the construction of roads, bridges, buildings, and other public facilities. May include drawings for temporary activities (i.e., project traffic, erosion control, etc). May be posted with changes during construction and become as built. Cross-reference Construction Logs GS501-07-07. Also includes as-designed drawings, Case file documentation on the progress and completion of each agency public works or engineering construction project. Documents used to guide the construction of roads, bridges, buildings, and other public facilities. May include drawings for temporary activities (project traffic, erosion control, etc). May be posted with changes during construction and become as built.

Category Notes (Examples of records in this category): Cross-reference Construction Logs GS50-07-07. Also Includes as designed drawings.

Rule Number (DAN): Combo Rule ASM-02-002

Cutoff: Completion of project

Retention Period: 10 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: For purposes related to King County business processes, the retention period for this rule was increased from 6 years for projects to 10 years for construction projects. This rule is assigned to category ASM-02-002

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Facilities Management-(CRO)
CIP Central Records Office

Executive Services (Department of) -Finance and Business Operations-(PCS) Procurement and Contract Services

Executive Services (Department of) -Office of Risk Management-(ALL) All Sections

Executive Services (Department of) -Records and Licensing Services-(TEST) Test
King County Executive Office-Office of Strategic Planning and Performance Management-(ALL) All Sections
Natural Resources and Parks (Department of)-Wastewater Treatment-(ALL) All Sections
Transportation (Department of)-Road Services-(CIP) CIP and Planning
Transportation (Department of)-Road Services-(ENGR) Engineering
Transportation (Department of)-Transit-(CON) Design and Construction
Transportation (Department of)-Transit-(OPS) Transit Operations
Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.
Category Code Level 2: 02-Design and Construction:The activity of designing, constructing, or remodeling buildings, structures, infrastructures, etc, owned, leased, or otherwise occupied by the county.
<p>Category Code Level 3: ASM-02-003</p> <p>Category Title: Facilities Standards and Specs Manual (Operation and Maintenance Manuals)</p> <p>Category Description (Description of activity): Facilities Standards and Specs Manual</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): GS55-05G-04</p> <p>Cutoff: When superseded</p> <p>Retention Period: 10 years</p> <p>Cross Reference:</p> <p>Essential Record: Yes</p> <p>Rule Status: Active</p> <p>Rule Remarks: The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.</p> <p>Archival Status: Archival</p> <p>Archival Remarks: This record can be transferred to the King County</p>

Archives after disposition approval from the agency.
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Facilities Management-(CRO) CIP Central Records Office
Executive Services (Department of) -Records and Licensing Services-(TEST) Test
Transportation (Department of)-Transit-(CON) Design and Construction
Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.
Category Code Level 2: 02-Design and Construction:The activity of designing, constructing, or remodeling buildings, structures, infrastructures, etc, owned, leased, or otherwise occupied by the county.
<p>Category Code Level 3: ASM-02-004</p> <p>Category Title: Parks Project Plans and Drawings</p> <p>Category Description (Description of activity): Project plans and drawings for parks.</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): GS50-13C-02</p> <p>Cutoff: Completion of project</p> <p>Retention Period: 6 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks:</p> <p>Archival Status: Archival</p> <p>Archival Remarks: This record can be transferred to the King County Archives after disposition approval from the agency</p>
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Facilities Management-(CRO) CIP Central Records Office
Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and

disposal.

Category Code Level 2: 02-Design and Construction: The activity of designing, constructing, or remodeling buildings, structures, infrastructures, etc, owned, leased, or otherwise occupied by the county.

Category Code Level 3: ASM-02-005

Category Title: Parks Construction and Planning

Category Description (Description of activity): Planning and construction records specific to parks

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-13C-10

Cutoff: Project completion

Retention Period: Arrange for immediate appraisal by the King County Archivist.

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

Archival Status: Archival

Archival Remarks: These records can be transferred to the County Archives 6 years after the cutoff date.

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Facilities Management-(CRO)
CIP Central Records Office

Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.

Category Code Level 2: 04-Environmental Management: The activity of managing and monitoring the county's impact on the environment, including air, soil, and water quality. Includes hazardous waste handling and documentation.

Category Code Level 3: ASM-04-002

Category Title: SEPA Approvals, Permits and Required Monitoring Records

Category Description (Description of activity): This category covers

the final records related to obtaining SEPA approvals and permits for county owned property and buildings. Also included are monitoring records and reports required as a condition of the SEPA approvals and permits. Granting of SEPA permits or monitoring SEPA related permits for property or buildings not owned by the county are covered under LUD-01-003 Building, Land Use and Land Division Permits.

Category Notes (Examples of records in this category): Records included in this category but not limited to; State Environmental Policy Act (SEPA) Determination of Significance or Non-Significance; State Environmental Policy Act (SEPA) Environmental Checklists; State Environmental Policy Act (SEPA) Environmental Impact Statements

Rule Number (DAN): Combo Rule ASM-04-002

Cutoff: disposition or sale of property

Retention Period: 10 years

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: This rule is assigned to this category: ASM-04-002

Archival Status:

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Facilities Management-(CRO)
CIP Central Records Office

Natural Resources and Parks (Department of)-Wastewater Treatment-(ALL) All Sections

Natural Resources and Parks (Department of)-Water and Land Resources-(OPS) Operational Sections

Transportation (Department of)-Transit-(CON) Design and Construction

Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.

Category Code Level 2: 04-Environmental Management: The activity of managing and monitoring the county's impact on the environment, including air, soil, and water quality. Includes hazardous waste handling and documentation.

Category Code Level 3: ASM-04-003

Category Title: Superfund Site-Specific Records

Category Description (Description of activity): The activity of documenting chemical analysis, services performed to support Superfund remedial and removal activities and activities conducted at remedial sites.

Category Notes (Examples of records in this category): Examples include: correspondence, quality assurance plans, endangerment assessment, risk assessment, health and safety plans, potentially responsible party searches and investigations, projects operations plans, remedial investigation reports, feasibility studies, Comprehensive Environmental Response, Compensation, and Liability Information System (CIRCLIS) Superfund removal records, removal response files. Also contains documents relating to requirement for submission of information relating to the release of toxic chemicals under Section 313 SARA Title III Emergency Planning and Community Right-to-Know Act (EPCRA). Information collected is intended to inform the general public and the communities surrounding covered facilities about releases of toxic chemicals; EPA forms, inspection reports, consent agreements and other information for listed toxic chemicals.

Rule Number (DAN): GS50-19-14

Cutoff: Submission of final financial status report

Retention Period: 10 years

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. Reference 40CFR35.6705.

Archival Status: Archival

Archival Remarks: This record can be transferred to the King County Archives after disposition approval from the agency.

Department, Division, Sections (DDS) with access to this category:

Natural Resources and Parks (Department of)-Water and Land
Resources-(OPS) Operational Sections

Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles,

supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.

Category Code Level 2: 05-Inventory: The activity of detailing or itemizing goods, materials, and resources on a periodic basis.

Category Code Level 3: ASM-05-001

Category Title: Inventory of Fixed Assets

Category Description (Description of activity): Includes fixed asset inventory (year-end) as well as documentation of current status and updates and adjustments to the fixed asset inventory.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-03A-18

Cutoff: Year end (note Do not fill in this date until State Auditor has completed the audit)

Retention Period: 3 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Facilities Management-(FA)
Finance and Administrative Services

Executive Services (Department of) -Facilities Management-(RES)
Real Estate Services

Executive Services (Department of) -Records and Licensing Services-
(TEST) Test

Natural Resources and Parks (Department of)-Water and Land
Resources-(FA) Finance and Administration

Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.

Category Code Level 2: 05-Inventory: The activity of detailing or itemizing goods, materials, and resources on a periodic basis.

Category Code Level 3: ASM-05-002

Category Title: Public Art Collection Management

<p>Category Description (Description of activity): Records that monitor, track, and provide information on pieces of public art.</p> <p>Category Notes (Examples of records in this category): May include, but is not limited to: contracts, care and information sheets for artwork, artist statement and intention of piece, press clippings and publicity items, ceremony/dedication information, blueprints, tag numbers, survey notes, funding sources and photos.</p> <p>Rule Number (DAN): S97-023-13</p> <p>Cutoff: Life of Artwork</p> <p>Retention Period: 3 Years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks: Open Open* @* Archival; life of artwork varies with each piece. In most cases it will be when the artwork is deaccessioned; suggest + 6 years</p> <p>Archival Status: Archival</p> <p>Archival Remarks: Archival; life of artwork varies with each piece. In most cases it will be when the artwork is deaccessioned; suggest + 6 years</p>
<p>Department, Division, Sections (DDS) with access to this category:</p> <p>4 Culture-General Division-(ALL) All Sections</p>
<p>Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.</p>
<p>Category Code Level 2: 05-Inventory: The activity of detailing or itemizing goods, materials, and resources on a periodic basis.</p>
<p>Category Code Level 3: ASM-05-003</p> <p>Category Title: Inventory of Materials and Equipment</p> <p>Category Description (Description of activity): Inventory of materials and equipment, changes and transfers. Includes the inventory year-end report.</p> <p>Category Notes (Examples of records in this category): For fixed asset inventories see ASM-05-001.</p> <p>Rule Number (DAN): Combo Rule ASM-05-003</p> <p>Cutoff: Year End</p> <p>Retention Period: 3 years</p>

<p>Cross Reference: Essential Record: No Rule Status: Active Rule Remarks: Archival Status: Not Archival Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
<p>Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.</p>
<p>Category Code Level 2: 06-Leasing and Usage: The activity of around the county acquiring or granting temporary authority to use goods, materials, and resources.</p>
<p>Category Code Level 3: ASM-06-001 Category Title: Leases Category Description (Description of activity): Documentation regarding lease holds (where King County leases property from an outside party) and lease fees (where King County owned property is leased to outside parties). Accounting records of lease payments may also be filed under this category. It also includes equipment and vehicle leases. Category Notes (Examples of records in this category): Rule Number (DAN): Combo Rule ASM-06-001 Cutoff: Termination Retention Period: 6 years Cross Reference: Essential Record: No Rule Status: Active Rule Remarks: This rule is a combination rule of GS55-05A-07 and GS50-06E-05 and is assigned to category ASM-06-001. Archival Status: Not Archival Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
<p>Executive Services (Department of) -Facilities Management-(RES) Real Estate Services</p>

Executive Services (Department of) -Office of Risk Management-(ALL) All Sections
Executive Services (Department of) -Records and Licensing Services-(TEST) Test
Natural Resources and Parks (Department of)-Wastewater Treatment-(ALL) All Sections
Transportation (Department of)-Transit-(CON) Design and Construction
Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.
Category Code Level 2: 06-Leasing and Usage: The activity of around the county acquiring or granting temporary authority to use goods, materials, and resources.
<p>Category Code Level 3: ASM-06-002</p> <p>Category Title: Equipment and Vehicle Checkout Log</p> <p>Category Description (Description of activity): Documentation of equipment usage by departments. Usage reports and logs.</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): GS50-06E-03</p> <p>Cutoff: Year end</p> <p>Retention Period: 3 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks:</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Records and Licensing Services-(DIR) Director's Office
Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.

<p>Category Code Level 2: 07-Maintenance: The activity of repairing or servicing the assets of the county. Includes buildings, vehicles, and equipment.</p>
<p>Category Code Level 3: ASM-07-001</p> <p>Category Title: Operating Manuals</p> <p>Category Description (Description of activity): Manuals prepared by contractors for use of the agency in maintaining equipment installed in buildings.</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): GS50-06B-09</p> <p>Cutoff: Disposition or sale of facility or equipment</p> <p>Retention Period: Immediate destruction</p> <p>Cross Reference:</p> <p>Essential Record: Yes</p> <p>Rule Status: Active</p> <p>Rule Remarks: This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
<p>Department, Division, Sections (DDS) with access to this category:</p>
<p>Executive Services (Department of) -Records and Licensing Services-(TEST) Test</p>
<p>Executive Services (Department of)-Facilities Management-(BS) Building Services</p>
<p>King County Executive Office-Office of Information Resource Management-(CS) Customer Service</p>
<p>Transportation (Department of)-Transit-(CON) Design and Construction</p>
<p>Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.</p>
<p>Category Code Level 2: 07-Maintenance: The activity of repairing or servicing the assets of the county. Includes buildings, vehicles, and equipment.</p>
<p>Category Code Level 3: ASM-07-002</p>

<p>Category Title: Work Orders</p> <p>Category Description (Description of activity): The purpose of this category is to capture requests for performance of maintenance work. Requests may include location, date of request, and work to be performed. May also include request for survey services.</p> <p>Category Notes (Examples of records in this category): Work orders and all supporting information will be kept and maintained in the electronic system Maximo for their entire lifespan.</p> <p>Rule Number (DAN): GS50-06B-13</p> <p>Cutoff: Year end</p> <p>Retention Period: 3 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks:</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Records and Licensing Services-(TEST) Test
Executive Services (Department of)-Facilities Management-(BS) Building Services
Natural Resources and Parks (Department of)-Parks-(DIR) Director's Office
Transportation (Department of)-Transit-(CON) Design and Construction
Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.
Category Code Level 2: 07-Maintenance: The activity of repairing or servicing the assets of the county. Includes buildings, vehicles, and equipment.
<p>Category Code Level 3: ASM-07-003</p> <p>Category Title: Insurance, Safety and Fire Inspection Reports</p> <p>Category Description (Description of activity):</p> <p>Category Notes (Examples of records in this category):</p>

<p>Rule Number (DAN): GS50-06C-18</p> <p>Cutoff: Violation corrected</p> <p>Retention Period: 6 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks:</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Office of Risk Management-(ALL) All Sections
Public Health (Department of)-Director's Office-(ALL) All Sections
Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.
Category Code Level 2: 07-Maintenance: The activity of repairing or servicing the assets of the county. Includes buildings, vehicles, and equipment.
<p>Category Code Level 3: ASM-07-004</p> <p>Category Title: Equipment and Vehicle Maintenance and History Files</p> <p>Category Description (Description of activity):</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): GS50-06E-06</p> <p>Cutoff: Disposal or sale of equipment or vehicle</p> <p>Retention Period: Immediate destruction</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks:</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Records and Licensing Services-(BOX) Records Center Boxes

Executive Services (Department of) -Records and Licensing Services-(TEST) Test
Public Health (Department of)-Director's Office-(ALL) All Sections
Transportation (Department of)-Fleet-(ALL) All Sections
Transportation (Department of)-Transit-(OPS) Transit Operations
Transportation (Department of)-Transit-(PRO) Paratransit/Rideshare Operations
Transportation (Department of)-Transit-(SAFE) Safety
Transportation (Department of)-Transit-(VM) Vehicle Maintenance
Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.
Category Code Level 2: 09-Purchasing and Acquisitions: The activity of acquiring assets through purchase or donation. Includes records documenting ownership of assets.
<p>Category Code Level 3: ASM-09-001</p> <p>Category Title: Deeds and Titles</p> <p>Category Description (Description of activity): Legal documentation of ownership.</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): GS55-05A-02</p> <p>Cutoff: Sale or disposal of land</p> <p>Retention Period: 10 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks: Copies may be disposed of when obsolete or superseded.</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Facilities Management-(RES) Real Estate Services
Executive Services (Department of) -Records and Licensing Services-

(TEST) Test
Natural Resources and Parks (Department of)-Wastewater Treatment-(ALL) All Sections
Transportation (Department of)-Transit-(CON) Design and Construction
Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.
Category Code Level 2: 09-Purchasing and Acquisitions: The activity of acquiring assets through purchase or donation. Includes records documenting ownership of assets.
<p>Category Code Level 3: ASM-09-002</p> <p>Category Title: Land Information and Acquisition Files</p> <p>Category Description (Description of activity): General reference files on acquisition of land; condemnation, proceedings, title info, etc. Can include right-of-way acquisitions.</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): GS55-05A-06</p> <p>Cutoff: Disposition of land</p> <p>Retention Period: 10 years</p> <p>Cross Reference:</p> <p>Essential Record: Yes</p> <p>Rule Status: Active</p> <p>Rule Remarks: Selected records in this series are recorded by the County Auditor. Reference RCW 4.16.020 for retention period. Contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.</p> <p>Archival Status: Archival</p> <p>Archival Remarks: This record can be transferred to the King County Archives after disposition approval from the agency.</p>
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Facilities Management-(RES)

Real Estate Services
Natural Resources and Parks (Department of)-Parks-(DIR) Director's Office
Natural Resources and Parks (Department of)-Water and Land Resources-(OPS) Operational Sections
Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.
Category Code Level 2: 09-Purchasing and Acquisitions: The activity of acquiring assets through purchase or donation. Includes records documenting ownership of assets.
<p>Category Code Level 3: ASM-09-003</p> <p>Category Title: Appraisals</p> <p>Category Description (Description of activity): Statements of land and facility values.</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): GS55-05A-01</p> <p>Cutoff: Disposition of land or facility</p> <p>Retention Period: 10 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks:</p> <p>Archival Status: Archival</p> <p>Archival Remarks: This record can be transferred to the King County Archives after disposition approval from the agency.</p>
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Facilities Management-(RES) Real Estate Services
Natural Resources and Parks (Department of)-Water and Land Resources-(OPS) Operational Sections
Transportation (Department of)-Transit-(CON) Design and Construction
Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles,

supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.

Category Code Level 2: 09-Purchasing and Acquisitions: The activity of acquiring assets through purchase or donation. Includes records documenting ownership of assets.

Category Code Level 3: ASM-09-004

Category Title: Easements

Category Description (Description of activity): Documentation regarding easements granted by and to King County.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS55-05A-03

Cutoff: Reassignment or vacation of easement

Retention Period: 10 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Additional copies may be disposed of when obsolete or superseded.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Facilities Management-(RES)
Real Estate Services

Natural Resources and Parks (Department of)-Wastewater Treatment-(ALL) All Sections

Transportation (Department of)-Transit-(CON) Design and Construction

Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.

Category Code Level 2: 09-Purchasing and Acquisitions: The activity of acquiring assets through purchase or donation. Includes records documenting ownership of assets.

Category Code Level 3: ASM-09-005

Category Title: Emergency Purchase Authorization and Exception Requests

<p>Category Description (Description of activity): This category contains those documents and contracts surrounding the process for an Emergency Purchase Authorization.</p> <p>Category Notes (Examples of records in this category): Contracts and documentation for non Emergency Purchase Authorizations should be stored in the Procurement Contracts CON-01-002 category. This category is for use by DES-FBOD-Procurement & Contract Services only.</p> <p>Rule Number (DAN): GS50-08A-14</p> <p>Cutoff: Date approved</p> <p>Retention Period: 3 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks:</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
<p>Department, Division, Sections (DDS) with access to this category:</p> <p>Executive Services (Department of) -Finance and Business Operations-(PCS) Procurement and Contract Services</p>
<p>Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.</p>
<p>Category Code Level 2: 10-Security: The activity of protecting the local government agency's physical goods and resources against danger, loss or threat.</p>
<p>Category Code Level 3: ASM-10-001</p> <p>Category Title: Security ID Badge Application</p> <p>Category Description (Description of activity): Documents security badges issued to employees and contractors working in the agency.</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): GS50-06B-21</p> <p>Cutoff: Termination or revocation</p> <p>Retention Period: 6 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p>

Rule Remarks: Archival Status: Not Archival Archival Remarks:
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Records and Licensing Services-(TEST) Test
Executive Services (Department of)-Facilities Management-(BS) Building Services
Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.
Category Code Level 2: 10-Security: The activity of protecting the local government agency's physical goods and resources against danger, loss or threat.
Category Code Level 3: ASM-10-002 Category Title: ID Badges for contractors/ temp employees Category Description (Description of activity): Photo ID Badges and supporting paperwork to track badges issued to contract and temporary employees. Category Notes (Examples of records in this category): Rule Number (DAN): GS50-04B-21 Cutoff: Year end Retention Period: 1 year Cross Reference: Essential Record: No Rule Status: Active Rule Remarks: Archival Status: Not Archival Archival Remarks:
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Records and Licensing Services-(TEST) Test
Executive Services (Department of)-Facilities Management-(BS) Building Services
Category Code Level 1: ASM-Asset Management: The functions related to

managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.

Category Code Level 2: 10-Security: The activity of protecting the local government agency's physical goods and resources against danger, loss or threat.

Category Code Level 3: ASM-10-003

Category Title: Staff Access and Entry Logs

Category Description (Description of activity): Logs of employees who have accessed specific buildings during a certain period of time using the key card access.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-06B-20

Cutoff: Year end

Retention Period: 3 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Records and Licensing Services-(TEST) Test

Executive Services (Department of)-Facilities Management-(BS) Building Services

Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.

Category Code Level 2: 10-Security: The activity of protecting the local government agency's physical goods and resources against danger, loss or threat.

Category Code Level 3: ASM-10-004

Category Title: Surveillance Tapes No Incident

Category Description (Description of activity): This category is for surveillance tapes that have no incidents on them and are not required

<p>by the courts or police for any reason.</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): GS50-06B-18</p> <p>Cutoff: When obsolete or superseded</p> <p>Retention Period: Immediate destruction</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks: Videos of incidents resulting in legal action should be retained with other documentation pertaining to that incident and are subject to those retention schedules.</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Records and Licensing Services-(TEST) Test
Executive Services (Department of)-Facilities Management-(BS) Building Services
Transportation (Department of)-Transit-(OPS) Transit Operations
Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.
Category Code Level 2: 10-Security: The activity of protecting the local government agency's physical goods and resources against danger, loss or threat.
<p>Category Code Level 3: ASM-10-005</p> <p>Category Title: Surveillance Tapes with Incident</p> <p>Category Description (Description of activity): This category contains surveillance tapes that relate to a specific case investigation.</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): LE09-01-08</p> <p>Cutoff: After final court disposition</p> <p>Retention Period: 30 days</p> <p>Cross Reference: LE09-01-08R1</p> <p>Essential Record: No</p> <p>Rule Status: Superseded</p>

<p>Rule Remarks: Recordings of potentially important incidents may warrant longer retention for legal reasons. Local law enforcement agencies should carefully review these recordings before destroying or reusing.)</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Records and Licensing Services-(TEST) Test
Executive Services (Department of)-Facilities Management-(BS) Building Services
<p>Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.</p>
<p>Category Code Level 2: 10-Security: The activity of protecting the local government agency's physical goods and resources against danger, loss or threat.</p>
<p>Category Code Level 3: ASM-10-006</p> <p>Category Title: Daily Duty Logs</p> <p>Category Description (Description of activity): Contains logs and rosters of specific assignments, hours worked, jobs and tasks given, patrols assigned and other daily activities tasked to individuals.</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): GS50-06B-16</p> <p>Cutoff: Year end</p> <p>Retention Period: 1 year</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks:</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Records and Licensing Services-(TEST) Test

Executive Services (Department of)-Facilities Management-(BS) Building Services
Category Code Level 1: ASM-Asset Management: The functions related to managing the county's physical assets (facilities, land, equipment, vehicles, supplies, etc). Includes asset acquisition, maintenance, inventory, and disposal.
Category Code Level 2: 10-Security: The activity of protecting the local government agency's physical goods and resources against danger, loss or threat.
Category Code Level 3: ASM-10-007 Category Title: Visitor Logs Category Description (Description of activity): Logs of visitors entering individual county buildings. These logs are usually kept and maintained per building. Category Notes (Examples of records in this category): Rule Number (DAN): GS50-06B-12 Cutoff: Year end Retention Period: 3 years Cross Reference: Essential Record: No Rule Status: Active Rule Remarks: Archival Status: Not Archival Archival Remarks:
Department, Division, Sections (DDS) with access to this category:
Community and Human Services (Department of)-Mental Health, Chemical Abuse and Dependency Services-(ALL) All Sections
Executive Services (Department of) -Records and Licensing Services-(ARMMS-AR) Archives
Executive Services (Department of) -Records and Licensing Services-(TEST) Test
Executive Services (Department of)-Facilities Management-(BS) Building Services
King County Executive Office-Executive's Office-(ALL) All Sections

Natural Resources and Parks (Department of)-Director's Office-(ALL) All Sections
Natural Resources and Parks (Department of)-Parks-(DIR) Director's Office
Natural Resources and Parks (Department of)-Parks-(RECOPS) Recreation & Operations Support
Natural Resources and Parks (Department of)-Parks-(RES) Resource
Transportation (Department of)-Airport-(ALL) All Sections
Transportation (Department of)-Fleet-(ALL) All Sections
Transportation (Department of)-Marine-(ALL) All Sections
Category Code Level 1: ASR-Assessment Management: The functions related to the Assessor's Office assessment of real and personal property (not owned by the county) and assessment equalization and appeals.
Category Code Level 2: 01-Assessments: The activity of assessing real and personal property not owned by the county.
<p>Category Code Level 3: ASR-01-001</p> <p>Category Title: Open space, forest, agricultural classification applications, notices and value summaries, if assessor has primary copy.</p> <p>Category Description (Description of activity):</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): AS01-03B-03</p> <p>Cutoff: Change of use</p> <p>Retention Period: 6 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks:</p> <p>Archival Status: Archival</p> <p>Archival Remarks: This record can be transferred to the King County Archives after disposition approval from the agency.</p>
Department, Division, Sections (DDS) with access to this category:
Development and Environmental Services (Department of)-General Division-(ALL) All Sections
Natural Resources and Parks (Department of)-Water and Land Resources-(OPS) Operational Sections

Category Code Level 1: ASR-Assessment Management: The functions related to the Assessor's Office assessment of real and personal property (not owned by the county) and assessment equalization and appeals.
Category Code Level 2: 01-Assessments: The activity of assessing real and personal property not owned by the county.
Category Code Level 3: ASR-01-002 Category Title: Personal property valuation documentation files Category Description (Description of activity): Category Notes (Examples of records in this category): Rule Number (DAN): AS01-03C-03 Cutoff: Year end Retention Period: 6 years Cross Reference: Essential Record: No Rule Status: Active Rule Remarks: Archival Status: Not Archival Archival Remarks:
Department, Division, Sections (DDS) with access to this category:
Assessments (Department of)-General-(ALL) All Sections
Category Code Level 1: ASR-Assessment Management: The functions related to the Assessor's Office assessment of real and personal property (not owned by the county) and assessment equalization and appeals.
Category Code Level 2: 01-Assessments: The activity of assessing real and personal property not owned by the county.
Category Code Level 3: ASR-01-003 Category Title: Valuation Change Orders Category Description (Description of activity): Category Notes (Examples of records in this category): Rule Number (DAN): AS01-03A-18 Cutoff: Year end Retention Period: 6 years Cross Reference: Essential Record: No Rule Status: Active Rule Remarks: Archival Status: Not Archival Archival Remarks:

Department, Division, Sections (DDS) with access to this category:
Assessments (Department of)-General-(ALL) All Sections
Category Code Level 1: ASR-Assessment Management: The functions related to the Assessor's Office assessment of real and personal property (not owned by the county) and assessment equalization and appeals.
Category Code Level 2: 01-Assessments: The activity of assessing real and personal property not owned by the county.
<p>Category Code Level 3: ASR-01-004</p> <p>Category Title: Area Files</p> <p>Category Description (Description of activity): Documentation of estimated market value for the various types of property in each appraisal area.</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): AS01-03A-04</p> <p>Cutoff: When superseded by new appraisal cycle. Potential archival value - See archival remarks</p> <p>Retention Period: 0</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks:</p> <p>Archival Status: Archival</p> <p>Archival Remarks: Records from this series may be selected for inclusion in the county's historical records collection. Please contact the County Archivist for an appraisal.</p>
Department, Division, Sections (DDS) with access to this category:
Assessments (Department of)-General-(ALL) All Sections
Category Code Level 1: ASR-Assessment Management: The functions related to the Assessor's Office assessment of real and personal property (not owned by the county) and assessment equalization and appeals.
Category Code Level 2: 01-Assessments: The activity of assessing real and personal property not owned by the county.
<p>Category Code Level 3: ASR-01-005</p> <p>Category Title: Real Property Excise Tax Affidavit</p> <p>Category Description (Description of activity):</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): AS01-03B-06</p>

<p>Cutoff: Date of affidavit</p> <p>Retention Period: County Assessor - 1 month</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks: Department of Revenue, County Treasurer have primary copy</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Category Code Level 1: ASR-Assessment Management: The functions related to the Assessor's Office assessment of real and personal property (not owned by the county) and assessment equalization and appeals.
Category Code Level 2: 01-Assessments: The activity of assessing real and personal property not owned by the county.
<p>Category Code Level 3: ASR-01-006</p> <p>Category Title: Tax and Levy Certifications, Letters, Resolutions, and Calculations</p> <p>Category Description (Description of activity):</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): AS01-03A-16</p> <p>Cutoff: When superseded</p> <p>Retention Period: County Assessor or Treasurer - Destroy when superseded</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks: County Commissioners or Assessors - 6 years</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
King County Council (IA)-Clerk of the Council-(ALL) All Sections
Category Code Level 1: ASR-Assessment Management: The functions related to the Assessor's Office assessment of real and personal property (not owned by the county) and assessment equalization and appeals.
Category Code Level 2: 02-Board of Equalization: The activity of hearing appeals regarding the assessment of real and personal property

<p>Category Code Level 3: ASR-02-001</p> <p>Category Title: Board of Equalization Appeal Case Files</p> <p>Category Description (Description of activity):</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): AS01-06C-02</p> <p>Cutoff: After settlement of appeal</p> <p>Retention Period: 6 Years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks: Board of Equalization - 6 years*. *If Assessor retains the primary copy of appeal transcripts for the Board, the retention period is 6 years.</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Assessments (Department of)-General-(ALL) All Sections
Category Code Level 1: ASR-Assessment Management: The functions related to the Assessor's Office assessment of real and personal property (not owned by the county) and assessment equalization and appeals.
Category Code Level 2: 03-Maps and Abstracts: The activity of managing maps and abstracts used in the assessment of real and personal property
<p>Category Code Level 3: ASR-03-001</p> <p>Category Title: Segregation and merger log</p> <p>Category Description (Description of activity):</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): AS01-05-08</p> <p>Cutoff: When obsolete or superseded</p> <p>Retention Period: Arrange for immediate appraisal by the King County Archivist.</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks:</p> <p>Archival Status: Archival</p> <p>Archival Remarks: This record can be transferred to the King County Archives after disposition approval from the agency.</p>
Department, Division, Sections (DDS) with access to this category:

Assessments (Department of)-General-(ALL) All Sections
Category Code Level 1: AUD-Audit Management: The functions related to conducting audits and studies that identify and recommend effective ways to improve county government.
Category Code Level 2: 01-Recordings: The activity of managing recorded documents.
Category Code Level 3: AUD-01-001 Category Title: Discontinued record series Category Description (Description of activity): Category Notes (Examples of records in this category): Rule Number (DAN): AU52-03A-01R1 Cutoff: When no longer needed for agency business Retention Period: Arrange for immediate appraisal by the King County Archivist Cross Reference: Essential Record: Yes Rule Status: Obsolete Rule Remarks: Archival Status: Archival Archival Remarks: This record can be transferred to the King County Archives after disposition approval from the agency.
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Records and Licensing Services-(Records) Records
Category Code Level 1: AUD-Audit Management: The functions related to conducting audits and studies that identify and recommend effective ways to improve county government.
Category Code Level 2: 01-Recordings: The activity of managing recorded documents.
Category Code Level 3: AUD-01-002 Category Title: All recorded documents Category Description (Description of activity): Category Notes (Examples of records in this category): Rule Number (DAN): AU52-03B-01R1 Cutoff: When no longer needed for agency business Retention Period: Arrange for immediate appraisal by the King County Archivist

<p>Cross Reference: Essential Record: Yes Rule Status: Active Rule Remarks: Archival Status: Archival Archival Remarks: This record can be transferred to the King County Archives after disposition approval from the agency.</p>
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Records and Licensing Services-(Records) Records
Executive Services (Department of) -Records and Licensing Services-(RL) Recording and Licensing
Natural Resources and Parks (Department of)-Water and Land Resources-(OPS) Operational Sections
Public Health (Department of)-Prevention Division-(HIV) HIV/AIDS Program
Category Code Level 1: AUD-Audit Management: The functions related to conducting audits and studies that identify and recommend effective ways to improve county government.
Category Code Level 2: 01-Recordings: The activity of managing recorded documents.
<p>Category Code Level 3: AUD-01-003 Category Title: Torrens title records Category Description (Description of activity): Category Notes (Examples of records in this category): Rule Number (DAN): AU52-03B-23 Cutoff: Year end Retention Period: Arrange for immediate appraisal by the King County Archivist. Cross Reference: Essential Record: No Rule Status: Obsolete Rule Remarks: Archival Status: Archival Archival Remarks: These records can be transferred to the County Archives 6 years after the cutoff date.</p>

Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Records and Licensing Services-(Records) Records
Category Code Level 1: AUD-Audit Management: The functions related to conducting audits and studies that identify and recommend effective ways to improve county government.
Category Code Level 2: 01-Recordings: The activity of managing recorded documents.
<p>Category Code Level 3: AUD-01-004</p> <p>Category Title: Register or other record listing various types of enterprises</p> <p>Category Description (Description of activity):</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): AU52-03D-14</p> <p>Cutoff: Expiration</p> <p>Retention Period: 6 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Obsolete</p> <p>Rule Remarks: Contact your Regional Archivist before disposing of this record.</p> <p>Archival Status: Archival</p> <p>Archival Remarks: This record can be transferred to the King County Archives after disposition approval from the agency.</p>
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Records and Licensing Services-(RL) Recording and Licensing
Category Code Level 1: BUD-Budget Management: The functions related to budget preparation, review, and management.
Category Code Level 2: 01-Budget: The activity of determining estimates of the county's future revenue and expenditures.
<p>Category Code Level 3: BUD-01-001</p> <p>Category Title: Budget Development, Working Files and Budget Requests</p> <p>Category Description (Description of activity): The activity of determining estimates of King County future revenue and expenditures.</p> <p>Category Notes (Examples of records in this category): Budget</p>

development and working files that provide background for the departmental budget request. Also includes the final budget requests, work plans, and business plans sent to the Executives' Office for submission to the King County Council, Office of Management and Budget.

Rule Number (DAN): Combo Rule BUD-01-001

Cutoff: Year end

Retention Period: 2 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: This rule is assigned to category BUD-01-001

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Adult and Juvenile Detention (Department of)-Community
Corrections-(ALL) All Sections

Boundary Review Board-General-(ALL) All Sections

Community and Human Services (Department of)-Director's Office-
(ALL) All Sections

Elections (Department of)-Operations-(ALL) All Sections

Executive Services (Department of) -Facilities Management-(FA)
Finance and Administrative Services

Executive Services (Department of) -Finance and Business Operations-
(BPROS) Benefit, Payroll, and Retirement Operations Section

Executive Services (Department of) -Finance and Business Operations-
(DIR) Director's Office

Executive Services (Department of) -Finance and Business Operations-
(FM) Financial Management

Executive Services (Department of) -Finance and Business Operations-
(PCS) Procurement and Contract Services

Executive Services (Department of) -Human Resources-(DIR)
Director's Office

Executive Services (Department of) -Office of Risk Management-

(ALL) All Sections
Executive Services (Department of) -Records and Licensing Services-(ARMMS) Archives, Records Management and Mail Services
Executive Services (Department of) -Records and Licensing Services-(ARMMS-AR) Archives
Executive Services (Department of) -Records and Licensing Services-(ARMMS-MS) Mail Services
Executive Services (Department of) -Records and Licensing Services-(DIR) Director's Office
Executive Services (Department of) -Records and Licensing Services-(RAS) Regional Animal Services
Executive Services (Department of) -Records and Licensing Services-(TEST) Test
Executive Services (Department of)-Director's Office-(DIR) Executive Services Director's Office
King County Council (IA)-Board of Equalization/Appeals-(ALL) All Sections
King County Executive Office-Executive's Office-(ALL) All Sections
King County Executive Office-Office of Information Resource Management-(ALL) All Sections
King County Executive Office-Office of Information Resource Management-(CIO) Chief Information Office
King County Executive Office-Office of Information Resource Management-(CS) Customer Service
King County Executive Office-Office of Labor Relations-(ALL) All Sections
King County Executive Office-Office of Management and Budget-(ALL) All Sections
Natural Resources and Parks (Department of)-Director's Office-(ALL) All Sections
Natural Resources and Parks (Department of)-Parks-(CPBD) Capital Planning & Business Development

Natural Resources and Parks (Department of)-Parks-(DIR) Director's Office
Natural Resources and Parks (Department of)-Parks-(RECOPS) Recreation & Operations Support
Natural Resources and Parks (Department of)-Parks-(RES) Resource
Natural Resources and Parks (Department of)-Wastewater Treatment-(ALL) All Sections
Natural Resources and Parks (Department of)-Water and Land Resources-(FA) Finance and Administration
Prosecuting Attorney Office (IA)-Administration-(ALL) All Sections
Prosecuting Attorney Office (IA)-Civil Division-(ALL) All Sections
Prosecuting Attorney Office (IA)-Civil Division-(CDO) Chief Deputy Office
Prosecuting Attorney Office (IA)-Civil Division-(CS) Contracts Section
Prosecuting Attorney Office (IA)-Civil Division-(CSS) County Services Section
Prosecuting Attorney Office (IA)-Civil Division-(DIR) Director's Office
Prosecuting Attorney Office (IA)-Civil Division-(ES) Employment Section
Prosecuting Attorney Office (IA)-Civil Division-(LUS) Land Use Section
Prosecuting Attorney Office (IA)-Civil Division-(NRS) Natural Resources Section
Prosecuting Attorney Office (IA)-Civil Division-(TRPS) Transportation & Real Property Section
Prosecuting Attorney Office (IA)-Civil Division-(TS) Torts Section
Public Health (Department of)-Emergency Medical Services Division-(ALL) All Sections

Public Health (Department of)-Environmental Health Services Division-(ALL) All Sections
Public Health (Department of)-Finance and Administrative Services Division-(ADMIN) Administration
Public Health (Department of)-Prevention Division-(EPI) Epidemiology
Transportation (Department of)-Airport-(ALL) All Sections
Transportation (Department of)-Fleet-(ALL) All Sections
Transportation (Department of)-Marine-(ALL) All Sections
Category Code Level 1: BUD-Budget Management: The functions related to budget preparation, review, and management.
Category Code Level 2: 01-Budget: The activity of determining estimates of the county's future revenue and expenditures.
<p>Category Code Level 3: BUD-01-002</p> <p>Category Title: Budget Forecasts, Status and Financial Reports</p> <p>Category Description (Description of activity): The activity of reporting on the status of the county budget.</p> <p>Category Notes (Examples of records in this category): Includes all types of periodic reports compiled by all agencies as per statute, charter or agency policy. Examples are budget forecast reports, budget status reports (includes reporting on agency work plan), and financial reports.</p> <p>Rule Number (DAN): Combo Rule BUD-01-002</p> <p>Cutoff: Year end or until completion of State Auditor's examination report, whichever is longer</p> <p>Retention Period: 3 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks: This rule is assigned to category BUD-01-002</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Adult and Juvenile Detention (Department of)-Community Corrections-(ALL) All Sections
Boundary Review Board-General-(ALL) All Sections

Executive Services (Department of) -Facilities Management-(FA) Finance and Administrative Services
Executive Services (Department of) -Finance and Business Operations-(BPROS) Benefit, Payroll, and Retirement Operations Section
Executive Services (Department of) -Finance and Business Operations-(DIR) Director's Office
Executive Services (Department of) -Finance and Business Operations-(FM) Financial Management
Executive Services (Department of) -Finance and Business Operations-(PCS) Procurement and Contract Services
Executive Services (Department of) -Human Resources-(DIR) Director's Office
Executive Services (Department of) -Office of Risk Management-(ALL) All Sections
Executive Services (Department of) -Records and Licensing Services-(ARMMS) Archives, Records Management and Mail Services
Executive Services (Department of) -Records and Licensing Services-(ARMMS-AR) Archives
Executive Services (Department of) -Records and Licensing Services-(DIR) Director's Office
Executive Services (Department of) -Records and Licensing Services-(RAS) Regional Animal Services
Executive Services (Department of) -Records and Licensing Services-(TEST) Test
Executive Services (Department of)-Director's Office-(DIR) Executive Services Director's Office
King County Council (IA)-Board of Equalization/Appeals-(ALL) All Sections
King County Executive Office-Executive's Office-(ALL) All Sections
King County Executive Office-Office of Information Resource Management-(ALL) All Sections
King County Executive Office-Office of Information Resource

Management-(CIO) Chief Information Office
King County Executive Office-Office of Information Resource Management-(CS) Customer Service
King County Executive Office-Office of Labor Relations-(ALL) All Sections
Natural Resources and Parks (Department of)-Director's Office-(ALL) All Sections
Natural Resources and Parks (Department of)-Parks-(DIR) Director's Office
Natural Resources and Parks (Department of)-Wastewater Treatment-(ALL) All Sections
Prosecuting Attorney Office (IA)-Administration-(ALL) All Sections
Prosecuting Attorney Office (IA)-Civil Division-(ALL) All Sections
Prosecuting Attorney Office (IA)-Civil Division-(CDO) Chief Deputy Office
Prosecuting Attorney Office (IA)-Civil Division-(CS) Contracts Section
Prosecuting Attorney Office (IA)-Civil Division-(CSS) County Services Section
Prosecuting Attorney Office (IA)-Civil Division-(DIR) Director's Office
Prosecuting Attorney Office (IA)-Civil Division-(ES) Employment Section
Prosecuting Attorney Office (IA)-Civil Division-(LUS) Land Use Section
Prosecuting Attorney Office (IA)-Civil Division-(NRS) Natural Resources Section
Prosecuting Attorney Office (IA)-Civil Division-(TRPS) Transportation & Real Property Section
Prosecuting Attorney Office (IA)-Civil Division-(TS) Torts Section
Public Health (Department of)-Director's Office-(ALL) All Sections

Transportation (Department of)-Airport-(ALL) All Sections
Transportation (Department of)-Fleet-(ALL) All Sections
Transportation (Department of)-Marine-(ALL) All Sections
Category Code Level 1: CON-Contract Management: The function related to business processes involving contracts, agreements and warranties between county agencies and with public entities outside the county.
Category Code Level 2: 01-Contracts, Agreements, and Warranties: The activity of managing contracts and agreements entered into by the county and the processes involved in the development of such contracts and agreements.
<p>Category Code Level 3: CON-01-001</p> <p>Category Title: Contracts, Agreements and Warranties</p> <p>Category Description (Description of activity): The activity of managing contracts and agreements entered into by the agency and the processes involved in the development of such contracts and agreements. Includes but not limited to general contracts, agreements and warranties that document legal obligations and responsibilities of the county.</p> <p>Category Notes (Examples of records in this category): Can include Service Level Agreements, Hold Harmless Agreements, Product Warranties, etc.</p> <p>Rule Number (DAN): GS50-01-11R1A</p> <p>Cutoff: Termination or expiration of contract or instrument, release of performance bonds/insurance, and after completion of federal audit if applicable. Destroy 6 years after cutoff.</p> <p>Retention Period: 6 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks: The cutoff date has been amended to allow for the release of any performance bonds/insurance and/or the completion of a federal audit before the contract is terminated.</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
4 Culture-General Division-(ALL) All Sections

Adult and Juvenile Detention (Department of)-Adult Detention Division-(ALL) All Sections
Adult and Juvenile Detention (Department of)-Community Corrections-(ALL) All Sections
Adult and Juvenile Detention (Department of)-Juvenile Detention Division-(ALL) All Sections
Assessments (Department of)-General-(ALL) All Sections
Boundary Review Board-General-(ALL) All Sections
Community and Human Services (Department of)-Community Services -(ALL) All Sections
Community and Human Services (Department of)-Development Disabilities -(ALL) All Sections
Community and Human Services (Department of)-Director's Office-(ALL) All Sections
Community and Human Services (Department of)-Mental Health, Chemical Abuse and Dependency Services-(ALL) All Sections
Community and Human Services (Department of)-Office of the Public Defender-(ALL) All Sections
Development and Environmental Services (Department of)-General Division-(ALL) All Sections
Elections (Department of)-Ballot Processing-(ALL) All Sections
Elections (Department of)-Director's Office-(DIR) Director's Office
Elections (Department of)-Operations-(ALL) All Sections
Elections (Department of)-Voter Services-(ALL) All Sections
Executive Services (Department of) -Board of Ethics-(ALL) All Sections
Executive Services (Department of) -Facilities Management-(CAP) Capital Planning
Executive Services (Department of) -Facilities Management-(CRO) CIP Central Records Office
Executive Services (Department of) -Facilities Management-(FA)

Finance and Administrative Services
Executive Services (Department of) -Facilities Management-(MAJ) Major Projects
Executive Services (Department of) -Facilities Management-(PS) Printshop
Executive Services (Department of) -Facilities Management-(RES) Real Estate Services
Executive Services (Department of) -Facilities Management-(SI) Strategic Initiatives
Executive Services (Department of) -Finance and Business Operations-(BPROS) Benefit, Payroll, and Retirement Operations Section
Executive Services (Department of) -Finance and Business Operations-(DIR) Director's Office
Executive Services (Department of) -Finance and Business Operations-(FM) Financial Management
Executive Services (Department of) -Finance and Business Operations-(FM-AP) Financial Management - Accounts Payable
Executive Services (Department of) -Finance and Business Operations-(FM-AR) Accounts Receivable and Collection Enforcement
Executive Services (Department of) -Finance and Business Operations-(PCS) Procurement and Contract Services
Executive Services (Department of) -Finance and Business Operations-(TO) Treasury Operations
Executive Services (Department of) -Human Resources-(BU&HRI) Benefits & Health Reform Initiative
Executive Services (Department of) -Human Resources-(CMS) Compensation Management Services
Executive Services (Department of) -Human Resources-(CS) Civil Service
Executive Services (Department of) -Human Resources-(DIR) Director's Office
Executive Services (Department of) -Human Resources-(DMS)

Diversity, Affirmative Action & Recruitment
Executive Services (Department of) -Human Resources-(EAP) Employee Assistance Program
Executive Services (Department of) -Human Resources-(OS) Employment Services
Executive Services (Department of) -Human Resources-(RDQAT) Research, Development & Quality Assurance Team
Executive Services (Department of) -Human Resources-(S&C) Safety, Claims & Disability Services
Executive Services (Department of) -Human Resources-(TOD) Training & Organizational Development
Executive Services (Department of) -Human Resources-EMPTY
Executive Services (Department of) -Office of Civil Rights-(ALL) All Sections
Executive Services (Department of) -Office of Emergency Management-(ALL) All Sections
Executive Services (Department of) -Office of Risk Management- (ALL) All Sections
Executive Services (Department of) -Records and Licensing Services- (ARMMS) Archives, Records Management and Mail Services
Executive Services (Department of) -Records and Licensing Services- (ARMMS-AR) Archives
Executive Services (Department of) -Records and Licensing Services- (ARMMS-MS) Mail Services
Executive Services (Department of) -Records and Licensing Services- (ARMMS-RC) Records Center
Executive Services (Department of) -Records and Licensing Services- (DIR) Director's Office
Executive Services (Department of) -Records and Licensing Services- (RAS) Regional Animal Services
Executive Services (Department of) -Records and Licensing Services- (Records) Records

Executive Services (Department of) -Records and Licensing Services-(RL) Recording and Licensing
Executive Services (Department of) -Records and Licensing Services-(TEST) Test
Executive Services (Department of)-Director's Office-(DIR) Executive Services Director's Office
Executive Services (Department of)-Facilities Management-(BS) Building Services
Executive Services (Department of)-Facilities Management-(DIR) Director's Office
Judicial Administration (Department of)-Drug Diversion Court-(ALL) All Sections
Judicial Administration (Department of)-Finance Division-(ALL) All Sections
Judicial Administration (Department of)-General Division-(ALL) All Sections
Judicial Administration (Department of)-Information and Records Services-(ALL) All Sections
Judicial Administration (Department of)-Juvenile Division-(ALL) All Sections
King County Council (IA)-Board of Equalization/Appeals-(ALL) All Sections
King County Council (IA)-Clerk of the Council-(ALL) All Sections
King County Council (IA)-County Auditor-(ALL) All Sections
King County Council (IA)-Hearing Examiner-(ALL) All Sections
King County Council (IA)-Ombudsman-(OCC) Office of Citizen's Complaints
King County Council (IA)-Ombudsman-(TA) Tax Advisor
King County District Court (IA)-General Division-(ALL) All Sections
King County Executive Office-Executive's Office-(ALL) All Sections
King County Executive Office-Office of Information Resource

Management-(ALL) All Sections
King County Executive Office-Office of Information Resource Management-(CIO) Chief Information Office
King County Executive Office-Office of Labor Relations-(ALL) All Sections
King County Executive Office-Office of Management and Budget-(ALL) All Sections
King County Executive Office-Office of Strategic Planning and Performance Management-(ALL) All Sections
King County Sheriff's Office (IA)-Criminal Investigation Unit-(ALL) All Sections
King County Sheriff's Office (IA)-Field Operations Division-(ALL) All Sections
King County Sheriff's Office (IA)-Green River Task Force-(ALL) All Sections
King County Sheriff's Office (IA)-Technical Services Division-(ADMIN) Administration
King County Sheriff's Office (IA)-Technical Services Division-(AFIS) Automated Fingerprint Identification System
King County Sheriff's Office (IA)-Technical Services Division-(BA) Budget & Accounting Section
King County Sheriff's Office (IA)-Technical Services Division-(COMM) Communications
King County Sheriff's Office (IA)-Technical Services Division-(CPU) Civil Process Unit
King County Sheriff's Office (IA)-Technical Services Division-(IIU) Internal Investigation Unit
King County Sheriff's Office (IA)-Technical Services Division-(PHOTO) Photo Lab
King County Sheriff's Office (IA)-Technical Services Division-(PU) Personnel Unit
King County Sheriff's Office (IA)-Technical Services Division-

(Records) Records Unit
King County Superior Court (IA)-General Division-(ALL) All Sections
Natural Resources and Parks (Department of)-Director's Office-(ALL) All Sections
Natural Resources and Parks (Department of)-Director's Office-(HR) Human Resources
Natural Resources and Parks (Department of)-Parks-(CPBD) Capital Planning & Business Development
Natural Resources and Parks (Department of)-Parks-(DIR) Director's Office
Natural Resources and Parks (Department of)-Parks-(RECOPS) Recreation & Operations Support
Natural Resources and Parks (Department of)-Parks-(RES) Resource
Natural Resources and Parks (Department of)-Solid Waste-(ALL) All Sections
Natural Resources and Parks (Department of)-Wastewater Treatment-(ALL) All Sections
Natural Resources and Parks (Department of)-Water and Land Resources-(FA) Finance and Administration
Natural Resources and Parks (Department of)-Water and Land Resources-(HAZ) Hazardous Waste
Natural Resources and Parks (Department of)-Water and Land Resources-(OPS) Operational Sections
Prosecuting Attorney Office (IA)-Administration-(ALL) All Sections
Prosecuting Attorney Office (IA)-Civil Division-(ALL) All Sections
Prosecuting Attorney Office (IA)-Civil Division-(CDO) Chief Deputy Office
Prosecuting Attorney Office (IA)-Civil Division-(CS) Contracts Section
Prosecuting Attorney Office (IA)-Civil Division-(CSS) County Services Section

Prosecuting Attorney Office (IA)-Civil Division-(DIR) Director's Office
Prosecuting Attorney Office (IA)-Civil Division-(ES) Employment Section
Prosecuting Attorney Office (IA)-Civil Division-(LUS) Land Use Section
Prosecuting Attorney Office (IA)-Civil Division-(NRS) Natural Resources Section
Prosecuting Attorney Office (IA)-Civil Division-(TRPS) Transportation & Real Property Section
Prosecuting Attorney Office (IA)-Civil Division-(TS) Torts Section
Prosecuting Attorney Office (IA)-Criminal Division-(ADMIN) Administration
Prosecuting Attorney Office (IA)-Criminal Division-(Fraud) Fraud
Prosecuting Attorney Office (IA)-Criminal Division-(JUV) Juvenile
Prosecuting Attorney Office (IA)-Criminal Division-(SVP) Sexually Violent Predator
Prosecuting Attorney Office (IA)-Family Support Division-(ALL) All Sections
Public Health (Department of)-Community Health Services Division-(ADMIN) Administration
Public Health (Department of)-Community Health Services Division-(PHARM) Pharmacy
Public Health (Department of)-Community Health Services Division-(Records) Health Records
Public Health (Department of)-Correctional Health & Rehab Services-(ALL) All Sections
Public Health (Department of)-Director's Office-(ALL) All Sections
Public Health (Department of)-Emergency Medical Services Division-(ALL) All Sections

Public Health (Department of)-Environmental Health Services Division-(ALL) All Sections
Public Health (Department of)-Finance and Administrative Services Division-(ADMIN) Administration
Public Health (Department of)-Finance and Administrative Services Division-(AS) Accounting Services
Public Health (Department of)-Finance and Administrative Services Division-(HR) Human Resources
Public Health (Department of)-Finance and Administrative Services Division-(MIS) Management Information Systems
Public Health (Department of)-Prevention Division-(ADMIN) Administration
Public Health (Department of)-Prevention Division-(EPI) Epidemiology
Public Health (Department of)-Prevention Division-(HIV) HIV/AIDS Program
Public Health (Department of)-Prevention Division-(LAB) Laboratory
Public Health (Department of)-Prevention Division-(ME) Medical Examiner
Public Health (Department of)-Prevention Division-(STD) STD Clinic
Public Health (Department of)-Prevention Division-(TB) Tuberculosis
Public Health (Department of)-Prevention Division-(VS) Vital Statistics
Transportation (Department of)-Airport-(ALL) All Sections
Transportation (Department of)-Airport-(HR) Human Resources
Transportation (Department of)-Deputy Director's Office-(ALL) All Sections
Transportation (Department of)-Deputy Director's Office-(HR) Human Resources
Transportation (Department of)-Fleet-(ALL) All Sections
Transportation (Department of)-Marine-(ALL) All Sections

Transportation (Department of)-Road Services-(ADMIN) Administration
Transportation (Department of)-Road Services-(CIP) CIP and Planning
Transportation (Department of)-Road Services-(ENGR) Engineering
Transportation (Department of)-Road Services-(MAINT) Maintenance
Transportation (Department of)-Transit-(CON) Design and Construction
Transportation (Department of)-Transit-(GMO) General Manager's Office
Transportation (Department of)-Transit-(HR) Human Resources
Transportation (Department of)-Transit-(OPS) Transit Operations
Transportation (Department of)-Transit-(PF) Power and Facilities
Transportation (Department of)-Transit-(PRO) Paratransit/Rideshare Operations
Transportation (Department of)-Transit-(SAFE) Safety
Transportation (Department of)-Transit-(SCS) Sales and Customer Service
Transportation (Department of)-Transit-(SEC) Security
Transportation (Department of)-Transit-(VM) Vehicle Maintenance
Category Code Level 1: CON-Contract Management: The function related to business processes involving contracts, agreements and warranties between county agencies and with public entities outside the county.
Category Code Level 2: 01-Contracts, Agreements, and Warranties: The activity of managing contracts and agreements entered into by the county and the processes involved in the development of such contracts and agreements.
Category Code Level 3: CON-01-002 Category Title: Procurement Contracts Category Description (Description of activity): The activity of managing all documents surrounding the Procurement Contract Process. Category Notes (Examples of records in this category): Documents in this category should include Successful and Unsuccessful Bids, Requisitions, Affirmative Action Forms (WMBE), and

<p>Consultant/Contractor Roster forms. This category does not include Emergency Purchase Authorization Contracts they should be stored in the Emergency Purchase Authorization and Exception Request Category. This category is for use by DES-FBOD-Procurement & Contract Services only.</p> <p>Rule Number (DAN): Combo Rule CON-01-002</p> <p>Cutoff: Termination of contract, release of performance bonds/insurance, and after completion of federal audit if applicable. Destroy 6 years after cutoff.</p> <p>Retention Period: 6 years after cutoff.</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks: Several state disposition authority numbers (DAN's) have been combined to create a broader category for ease of filing into the Electronic Records Management System. This combo rule combines DAN(s) with 3 and 6 year retention periods. For ease of filing, the DAN(s) with a 3 year retention period will be increased to 6 years.</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Finance and Business Operations-(PCS) Procurement and Contract Services
Natural Resources and Parks (Department of)-Water and Land Resources-(OPS) Operational Sections
Public Health (Department of)-Correctional Health & Rehab Services-(ALL) All Sections
Public Health (Department of)-Director's Office-(ALL) All Sections
Public Health (Department of)-Finance and Administrative Services Division-(ADMIN) Administration
Public Health (Department of)-Finance and Administrative Services Division-(HR) Human Resources
Category Code Level 1: CON-Contract Management: The function related to business processes involving contracts, agreements and warranties between county agencies and with public entities outside the county.
Category Code Level 2: 01-Contracts, Agreements, and Warranties: The

activity of managing contracts and agreements entered into by the county and the processes involved in the development of such contracts and agreements.

Category Code Level 3: CON-01-003

Category Title: Building and Construction Contracts

Category Description (Description of activity): The activity of managing the procurement process relating to construction projects

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-01-11R1B

Cutoff: Termination or expiration of instrument

Retention Period: 10 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Explanation of cutoff date: Contract termination is the date the county officially takes ownership of the land and/or building. This date is determined by the agency and their attorney. Factors such as release of performance bond and environmental permit monitoring should be considered when determining the cutoff date of the contract. Explanation of retention period: The retention period of 6 years for contracts has been extended from the minimum to 10 years. Reference RCW4.16.020 (1).

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

4 Culture-General Division-(ALL) All Sections

Executive Services (Department of) -Facilities Management-(CRO)
CIP Central Records Office

Category Code Level 1: CON-Contract Management: The function related to business processes involving contracts, agreements and warranties between county agencies and with public entities outside the county.

Category Code Level 2: 01-Contracts, Agreements, and Warranties: The activity of managing contracts and agreements entered into by the county and the processes involved in the development of such contracts and agreements.

Category Code Level 3: CON-01-004

Category Title: Inter-Agency, Intra-Agency, Inter-Governmental, Inter-Local Agreements

<p>Category Description (Description of activity): Instruments signed by the agency and one or more parties that set out terms and conditions to which the signing parties agree or submit.</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): GS50-01-11R1C</p> <p>Cutoff: Termination or expiration of instrument</p> <p>Retention Period: 6 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks:</p> <p>Archival Status: Archival</p> <p>Archival Remarks: This record can be transferred to the King County Archives after disposition approval from the agency.</p>
Department, Division, Sections (DDS) with access to this category:
Category Code Level 1: DET-Detention Management: The functions related to adult and juvenile detention, release, and associated services.
Category Code Level 2: 05-Inmate Health Information Management: The activity of managing the medical records of inmates who receive health care services while incarcerated. Includes medical, dental and psychiatric records.
<p>Category Code Level 3: DET-05-001</p> <p>Category Title: Inmate Health Records (Under age 18)</p> <p>Category Description (Description of activity): Records documenting the provisions of health-related services or surveillance to juvenile inmates on an individual basis.</p> <p>Category Notes (Examples of records in this category): Includes, but is not limited to: Screening and history information; information about medical encounters with health care providers; notes and correspondence relating to patient; laboratory and test results.</p> <p>Rule Number (DAN): LE2010-034</p> <p>Cutoff: Last provision of health-related services</p> <p>Retention Period: 8 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks:</p> <p>Archival Status: Not Archival</p>

Archival Remarks:
Department, Division, Sections (DDS) with access to this category:
Category Code Level 1: DET-Detention Management: The functions related to adult and juvenile detention, release, and associated services.
Category Code Level 2: 06-Inmate Movement: The activity of authorizing and documenting the movement of inmates into, within, or out of the corrections facilities.
Category Code Level 3: DET-06-007 Category Title: Transfer of Custody Category Description (Description of activity): Records relating to agency planning and coordination of transportation for inmates into another agency's custody. Category Notes (Examples of records in this category): Rule Number (DAN): LE2010-037 Cutoff: Date transport fulfilled or cancelled Retention Period: 3 years Cross Reference: Essential Record: No Rule Status: Active Rule Remarks: Archival Status: Not Archival Archival Remarks:
Department, Division, Sections (DDS) with access to this category:
Adult and Juvenile Detention (Department of)-Adult Detention Division-(ALL) All Sections
Category Code Level 1: DET-Detention Management: The functions related to adult and juvenile detention, release, and associated services.
Category Code Level 2: 07-Inmate Security and Control: The activity of imposing control over inmate populations in an effort to prevent security disturbances and improper conduct.
Category Code Level 3: DET-07-001 Category Title: Inmate Custody Files (Age 18 and over) Category Description (Description of activity): Records documenting the custody of inmates age 18 and over. Category Notes (Examples of records in this category): Includes, but is not limited to documentation relating to: Admittance, booking and transfer; background data and history; Classification (change requests,

reviews, hearings, etc.); Involvement in inmate programming; infractions and disciplinary hearings; release and community corrections (probation, parole, etc.); Legal (court records, extradition authorization, victim notification forms, etc.).

Rule Number (DAN): LE15-01-40R1

Cutoff: Termination of incarceration

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Category Code Level 1: DET-Detention Management: The functions related to adult and juvenile detention, release, and associated services.

Category Code Level 2: 07-Inmate Security and Control: The activity of imposing control over inmate populations in an effort to prevent security disturbances and improper conduct.

Category Code Level 3: DET-07-002

Category Title: Inmate Custody Files (Under age 18)

Category Description (Description of activity): Records documenting the custody of inmates under age 18.

Category Notes (Examples of records in this category): Includes, but is not limited to documentation relating to: Admittance, booking and transfer; background data and history; Classification (change requests, reviews, hearings, etc.); Involvement in inmate programming; infractions and disciplinary hearings; release and community corrections (probation, parole, etc.); Legal (court records, extradition authorization, victim notification forms, etc.).

Rule Number (DAN): LE2010-038

Cutoff: Age 18

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Retention is 5 years after subject attains age 18 and 6 years after termination of incarceration. To simplify filing and retention

<p>the cutoff date (date to start counting the retention period) is age 18. The result of the simplification is that some records will be retained an extra year.</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Category Code Level 1: DET-Detention Management: The functions related to adult and juvenile detention, release, and associated services.
Category Code Level 2: 07-Inmate Security and Control: The activity of imposing control over inmate populations in an effort to prevent security disturbances and improper conduct.
<p>Category Code Level 3: DET-07-006</p> <p>Category Title: Grievances - Inmate (Age 18 and over)</p> <p>Category Description (Description of activity): Records relating to formal complaints and/or allegations received from inmates age 18 and over, and the agency's response.</p> <p>Category Notes (Examples of records in this category): Includes, but is not limited to: Allegation documentation; actions taken in response to allegations; documentation of inmate injuries; grievances (incident reports, investigations, etc.).</p> <p>Rule Number (DAN): LE2010-040</p> <p>Cutoff: Resolution of grievance</p> <p>Retention Period: 6 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks:</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Category Code Level 1: DET-Detention Management: The functions related to adult and juvenile detention, release, and associated services.
Category Code Level 2: 07-Inmate Security and Control: The activity of imposing control over inmate populations in an effort to prevent security disturbances and improper conduct.
<p>Category Code Level 3: DET-07-008</p> <p>Category Title: Inspection Logs (Cell/Unit)</p> <p>Category Description (Description of activity): Logs documenting the</p>

<p>inspection of cells or unit.</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): LE14-01-29R1</p> <p>Cutoff: Date of log entry</p> <p>Retention Period: 3 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks:</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
<p>Adult and Juvenile Detention (Department of)-Adult Detention Division-(ALL) All Sections</p>
Category Code Level 1: DET-Detention Management: The functions related to adult and juvenile detention, release, and associated services.
Category Code Level 2: 07-Inmate Security and Control: The activity of imposing control over inmate populations in an effort to prevent security disturbances and improper conduct.
<p>Category Code Level 3: DET-07-010</p> <p>Category Title: Pass-On and Surveillance Logs</p> <p>Category Description (Description of activity): Logs relating to monitoring of specific inmates and/or the provision of information regarding incidents, inmates or events for agency personnel.</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): LE15-01-19R1</p> <p>Cutoff: Date of log entry</p> <p>Retention Period: 3 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks:</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
<p>Adult and Juvenile Detention (Department of)-Adult Detention Division-(ALL) All Sections</p>

Category Code Level 1: DET-Detention Management: The functions related to adult and juvenile detention, release, and associated services.

Category Code Level 2: 08-Community Corrections: The activity of authorizing and monitoring inmates who participate in community corrections programs.

Category Code Level 3: DET-08-002

Category Title: Work Release Logs

Category Description (Description of activity): Logs documenting orders, directions, and other information to coordinate community corrections shift activity among agency personnel.

Category Notes (Examples of records in this category):

Rule Number (DAN): LE15-01-67R1

Cutoff: Date of log entry

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Category Code Level 1: ELE-Elections Management: The function related to voter registration, the election process and election results.

Category Code Level 2: 01-Boundaries: The activity of managing electoral boundaries.

Category Code Level 3: ELE-01-001

Category Title: District and precinct boundaries - Final

Category Description (Description of activity):

Category Notes (Examples of records in this category):

Rule Number (DAN): AU52-03C-17

Cutoff: Obsolete or superseded

Retention Period: Arrange for immediate appraisal by the King County Archivist.

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Archival

Archival Remarks: This record can be transferred to the King County Archives after disposition approval from the agency.
Department, Division, Sections (DDS) with access to this category:
Elections (Department of)-Director's Office-(DIR) Director's Office
Category Code Level 1: ELE-Elections Management: The function related to voter registration, the election process and election results.
Category Code Level 2: 02-Candidates: The activity of managing the documentation around electoral candidates.
Category Code Level 3: ELE-02-001 Category Title: Candidate Filing Records Category Description (Description of activity): Records relating to candidate filing including, but not limited to: declarations of candidacy; nomination petitions; and withdrawals of candidacy. Category Notes (Examples of records in this category): Rule Number (DAN): AU52-03C-15 Cutoff: After close of filing Retention Period: 6 months Cross Reference: Essential Record: No Rule Status: Active Rule Remarks: RCW 29A.20.010 Archival Status: Potentially Archival Archival Remarks: These records must be appraised by the King County Archivist. Contact the King County Archivist to arrange for appraisal and/or transfer.
Department, Division, Sections (DDS) with access to this category:
Elections (Department of)-Operations-(ALL) All Sections
Category Code Level 1: ELE-Elections Management: The function related to voter registration, the election process and election results.
Category Code Level 2: 02-Candidates: The activity of managing the documentation around electoral candidates.
Category Code Level 3: ELE-02-002 Category Title: Filing Receipts/Filing Fee Petitions Category Description (Description of activity): Records documenting fees paid by candidates to be placed on the ballot or petitions rendered in lieu of a filing fee. Category Notes (Examples of records in this category):

Rule Number (DAN): AU52-03C-25 Cutoff: After close of filing Retention Period: 6 years Cross Reference: Essential Record: No Rule Status: Active Rule Remarks: Archival Status: Not Archival Archival Remarks:
Department, Division, Sections (DDS) with access to this category:
Elections (Department of)-Operations-(ALL) All Sections
Elections (Department of)-Voter Services-(ALL) All Sections
Category Code Level 1: ELE-Elections Management: The function related to voter registration, the election process and election results.
Category Code Level 2: 02-Candidates: The activity of managing the documentation around electoral candidates.
Category Code Level 3: ELE-02-003 Category Title: Public Disclosure Statements Category Description (Description of activity): Candidate statement filed by candidates, campaigns, and political action committees. Category Notes (Examples of records in this category): Statement also filed with the Public Disclosure Commission in accordance with RCW 42.17.080. Rule Number (DAN): AU52-03C-42 Cutoff: After close of filing Retention Period: 5 years Cross Reference: Essential Record: No Rule Status: Active Rule Remarks: Archival Status: Not Archival Archival Remarks:
Department, Division, Sections (DDS) with access to this category:
Elections (Department of)-Operations-(ALL) All Sections
Category Code Level 1: ELE-Elections Management: The function related to voter registration, the election process and election results.

Category Code Level 2: 03-Election Results and Voting Records: The activity of managing election results and voting records.

Category Code Level 3: ELE-03-001

Category Title: Ballots-Unissued or Undeliverable

Category Description (Description of activity): Unissued ballots and undeliverable balloting packets for all elections.

Category Notes (Examples of records in this category): The outer mailing envelopes marked by the postal service as undeliverable are covered by AU52-03C-65.

Rule Number (DAN): AU52-03C-70

Cutoff: Official certification of election

Retention Period: 10 days

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: RCW 29A.68. 011

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Elections (Department of)-Voter Services-(ALL) All Sections

Category Code Level 1: ELE-Elections Management: The function related to voter registration, the election process and election results.

Category Code Level 2: 03-Election Results and Voting Records: The activity of managing election results and voting records.

Category Code Level 3: ELE-03-003

Category Title: Federal Elections Administrative Records

Category Description (Description of activity): This category surrounds the function of internal administration of a federal election and includes but is not limited to: voted ballots of any kind and records that document the organization, operations and inspections of and challenges to the voting process.

Category Notes (Examples of records in this category):

Rule Number (DAN): AU52-03C-72

Cutoff: Date of election

Retention Period: 22 months

Cross Reference:

Essential Record: No

Rule Status: Active

<p>Rule Remarks: 42 USC 1974, WAC 434-219-330, WAC 434-262-200</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Elections (Department of)-Director's Office-(DIR) Director's Office
Elections (Department of)-Operations-(ALL) All Sections
Elections (Department of)-Voter Services-(ALL) All Sections
Executive Services (Department of)-Facilities Management-(BS) Building Services
Category Code Level 1: ELE-Elections Management: The function related to voter registration, the election process and election results.
Category Code Level 2: 03-Election Results and Voting Records: The activity of managing election results and voting records.
<p>Category Code Level 3: ELE-03-004</p> <p>Category Title: Non Federal Elections Administrative Records</p> <p>Category Description (Description of activity): This category encompasses the functions of holding a non-federal election and contains records that document the internal administration of each non-federal election. It includes, but is not limited to: records that document the organization, operations, inspections of and challenges to the voting process and voted ballots of any kind.</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): AU52-03C-73</p> <p>Cutoff: After date of certification</p> <p>Retention Period: 60 days</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks: WAC 434-262-200</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Elections (Department of)-Operations-(ALL) All Sections
Elections (Department of)-Voter Services-(ALL) All Sections
Executive Services (Department of)-Facilities Management-(BS)

Building Services
Category Code Level 1: ELE-Elections Management: The function related to voter registration, the election process and election results.
Category Code Level 2: 03-Election Results and Voting Records: The activity of managing election results and voting records.
<p>Category Code Level 3: ELE-03-005</p> <p>Category Title: Official Results Records - Federal</p> <p>Category Description (Description of activity): This category manages the core official documentation and published notices concerning the initiation and outcome of each federal election.</p> <p>Category Notes (Examples of records in this category): Including but not limited to: Canvassing board records, certification records, district resolutions, official abstracts fo the votes that were tabulated, sample ballots, voters' pamphlets.</p> <p>Rule Number (DAN): AU52-03C-74</p> <p>Cutoff: After date of election</p> <p>Retention Period: 22 months</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks: 42 USC 1974, WAC 434-219-330, WAC 434-262-200</p> <p>Archival Status: Archival</p> <p>Archival Remarks: This record can be transferred to the King County Archives after disposition approval from the agency.</p>
Department, Division, Sections (DDS) with access to this category:
Elections (Department of)-Director's Office-(DIR) Director's Office
Elections (Department of)-Operations-(ALL) All Sections
Category Code Level 1: ELE-Elections Management: The function related to voter registration, the election process and election results.
Category Code Level 2: 03-Election Results and Voting Records: The activity of managing election results and voting records.
<p>Category Code Level 3: ELE-03-006</p> <p>Category Title: Official Results Records - Non Federal</p> <p>Category Description (Description of activity): This category manages the core official documentation and published notices concerning the initiation and outcome of each non-federal election.</p> <p>Category Notes (Examples of records in this category): This category</p>

<p>includes, but is not limited to: canvassing board records; certification records; district resolutions; official abstracts of the votes that were tabulated; sample ballots; and voter's pamphlets.</p> <p>Rule Number (DAN): AU52-03C-75</p> <p>Cutoff: After date of certification</p> <p>Retention Period: 60 days</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks: WAC 434-262-200</p> <p>Archival Status: Archival</p> <p>Archival Remarks: This record will be transferred to the King County Archives after disposition approval from the agency.</p>
Department, Division, Sections (DDS) with access to this category:
Elections (Department of)-Operations-(ALL) All Sections
Category Code Level 1: ELE-Elections Management: The function related to voter registration, the election process and election results.
Category Code Level 2: 03-Election Results and Voting Records: The activity of managing election results and voting records.
<p>Category Code Level 3: ELE-03-007</p> <p>Category Title: Recall of Elected Officials - Insufficient</p> <p>Category Description (Description of activity): Records relating to the processing of a recall where requisite number of signatures is not sufficient.</p> <p>Category Notes (Examples of records in this category): Includes, but is not limited to: petitions.</p> <p>Rule Number (DAN): AU52-03C-76</p> <p>Cutoff: After conclusion of count</p> <p>Retention Period: 30 days</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks: RCW 29A.56.230</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Elections (Department of)-Operations-(ALL) All Sections

Elections (Department of)-Voter Services-(ALL) All Sections
Category Code Level 1: ELE-Elections Management: The function related to voter registration, the election process and election results.
Category Code Level 2: 03-Election Results and Voting Records: The activity of managing election results and voting records.
<p>Category Code Level 3: ELE-03-008</p> <p>Category Title: Recall of Elected Officials - Sufficient</p> <p>Category Description (Description of activity): Records relating to the processing of a recall where requisite number of signatures is sufficient.</p> <p>Category Notes (Examples of records in this category): Includes, but is not limited to: petitions.</p> <p>Rule Number (DAN): AU52-03C-34</p> <p>Cutoff: After determination of sufficiency</p> <p>Retention Period: 6 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks:</p> <p>Archival Status: Archival</p> <p>Archival Remarks: These records must be appraised by the King County Archivist. Contact the King County Archivist to arrange for appraisal and/or transfer.</p>
Department, Division, Sections (DDS) with access to this category:
Elections (Department of)-Operations-(ALL) All Sections
Elections (Department of)-Voter Services-(ALL) All Sections
Category Code Level 1: ELE-Elections Management: The function related to voter registration, the election process and election results.
Category Code Level 2: 03-Election Results and Voting Records: The activity of managing election results and voting records.
<p>Category Code Level 3: ELE-03-009</p> <p>Category Title: Statistical Records Required by Federal Elections Commission</p> <p>Category Description (Description of activity): Includes registration, voting, and file maintenance activity required for biennial reporting.</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): AU52-03C-55</p>

<p>Cutoff: After issuance of final report</p> <p>Retention Period: 24 months</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks: 42 USC 1973</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Category Code Level 1: ELE-Elections Management: The function related to voter registration, the election process and election results.
Category Code Level 2: 04-Voter Registration: The activity of managing and documenting voter registration.
<p>Category Code Level 3: ELE-04-001</p> <p>Category Title: Voter Registration - Non State Voter Registration Database (Non-VRDB)</p> <p>Category Description (Description of activity): Records relating to the registering of voters where the record has not been submitted to the Office of the Secretary of State for inclusion in the VRDB.</p> <p>Category Notes (Examples of records in this category): Includes, but is not limited to: Bound register of voters, original registration cards, voter registration name and address change, and voter registration totals.</p> <p>Rule Number (DAN): AU52-03C-33</p> <p>Cutoff: After last federal election in which voter was eligible to vote</p> <p>Retention Period: 24 months</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks: 42 USC 1973</p> <p>Archival Status: Archival</p> <p>Archival Remarks: This record will be transferred to the King County Archives after disposition approval from the agency.</p>
Department, Division, Sections (DDS) with access to this category:
Elections (Department of)-Director's Office-(DIR) Director's Office
Elections (Department of)-Voter Services-(ALL) All Sections
Category Code Level 1: ELE-Elections Management: The function related to voter registration, the election process and election results.

Category Code Level 2: 04-Voter Registration: The activity of managing and documenting voter registration.

Category Code Level 3: ELE-04-002

Category Title: Voter Status Change, Verification Notices and Confirmations

Category Description (Description of activity): All records generated in the course of producing acknowledgment notices, confirmation mailings, verification or any other confirmation of voter status, and notices returned to election offices by registrants responding to verification or confirmation.

Category Notes (Examples of records in this category): Includes database records and logs that show audit trail of changes to voter status and data source initiating the change. Does not include change of address records.

Rule Number (DAN): AU52-03C-65

Cutoff: Date of document

Retention Period: 3 years

Cross Reference:

Essential Record: No

Rule Status: Pending

Rule Remarks: 42 USC 1973, 42 USC 1974

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Elections (Department of)-Director's Office-(DIR) Director's Office

Elections (Department of)-Voter Services-(ALL) All Sections

Category Code Level 1: ELE-Elections Management: The function related to voter registration, the election process and election results.

Category Code Level 2: 04-Voter Registration: The activity of managing and documenting voter registration.

Category Code Level 3: ELE-04-003

Category Title: Challenges to Voter Registration

Category Description (Description of activity): Records relating to voter registration challenges.

Category Notes (Examples of records in this category):

Rule Number (DAN): AU52-03C-11

Cutoff: After date of resolution of challenge

Retention Period: 6 years

<p>Cross Reference: Essential Record: No Rule Status: Active Rule Remarks: Archival Status: Not Archival Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Elections (Department of)-Voter Services-(ALL) All Sections
Category Code Level 1: ELE-Elections Management: The function related to voter registration, the election process and election results.
Category Code Level 2: 04-Voter Registration: The activity of managing and documenting voter registration.
<p>Category Code Level 3: ELE-04-004 Category Title: Voter Registration - State Voter Registration Database (VRDB) Category Description (Description of activity): Records relating to the registering of voters where the record is also held by the Office of the Secretary of State as part of the VRDB. Includes but is not limited to: original registration cards, voter registration totals. Category Notes (Examples of records in this category): Rule Number (DAN): AU52-03C-27 Cutoff: When obsolete or superseded Retention Period: 0 Cross Reference: Essential Record: No Rule Status: Active Rule Remarks: Archival Status: Potentially Archival Archival Remarks: These records must be appraised by the King County Archivist. Contact the King County Archivist to arrange for appraisal and/or transfer.</p>
Department, Division, Sections (DDS) with access to this category:
Elections (Department of)-Voter Services-(ALL) All Sections
Category Code Level 1: ELE-Elections Management: The function related to voter registration, the election process and election results.
Category Code Level 2: 04-Voter Registration: The activity of managing and documenting voter registration.

Category Code Level 3: ELE-04-005

Category Title: Voter Party Affiliation - Presidential Primaries

Category Description (Description of activity): Party affiliation data within the voter registration record. For presidential primaries only.

Category Notes (Examples of records in this category): For all other records pertaining to party affiliation use AU52-03C-72, Election Administration Records - Federal.

Rule Number (DAN): AU52-03C-78

Cutoff: After certification of presidential primary by Secretary of State

Retention Period: 60 days

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: RCW 29A.56.050, WAC 434-219-330

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Elections (Department of)-Voter Services-(ALL) All Sections

Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.

Category Code Level 2: 01-Accounting: The activity related to the creation of financial records of county business transactions and the preparation of statements concerning the assets, liabilities, and performance of the county.

Category Code Level 3: FIN-01-001

Category Title: General Office Accounting

Category Description (Description of activity): Originals and copies of office accounting records, including documentation around accounts payable, accounts receivable, and cash/banking activities.

Category Notes (Examples of records in this category): Records may include but are not limited to: receipts, vouchers, accounts payable/accounts receivable supporting documents, cash account documentation, petty cash records, purchase/field orders, general/subsidiary journals, and bank deposit records.

Rule Number (DAN): Combo Rule FIN-01-001

Cutoff: Completion of State Audit

Retention Period: 6 years

Cross Reference:

<p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks: Several state disposition authority numbers (DAN's) have been combined to create a broader category for ease of filing into the Electronic Records Management System. This combo rule combines DAN(s) with 3 and 6 year retention periods. For ease of filing, the DAN(s) with a 3 year retention period will be increased to 6 years.</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
4 Culture-General Division-(ALL) All Sections
Adult and Juvenile Detention (Department of)-Adult Detention Division-(ALL) All Sections
Adult and Juvenile Detention (Department of)-Community Corrections-(ALL) All Sections
Adult and Juvenile Detention (Department of)-Juvenile Detention Division-(ALL) All Sections
Assessments (Department of)-General-(ALL) All Sections
Boundary Review Board-General-(ALL) All Sections
Community and Human Services (Department of)-Community Services -(ALL) All Sections
Community and Human Services (Department of)-Development Disabilities -(ALL) All Sections
Community and Human Services (Department of)-Director's Office-(ALL) All Sections
Community and Human Services (Department of)-Mental Health, Chemical Abuse and Dependency Services-(ALL) All Sections
Community and Human Services (Department of)-Office of the Public Defender-(ALL) All Sections
Development and Environmental Services (Department of)-General Division-(ALL) All Sections
Elections (Department of)-Ballot Processing-(ALL) All Sections
Elections (Department of)-Director's Office-(DIR) Director's Office

Elections (Department of)-Operations-(ALL) All Sections
Elections (Department of)-Voter Services-(ALL) All Sections
Executive Services (Department of) -Board of Ethics-(ALL) All Sections
Executive Services (Department of) -Facilities Management-(CAP) Capital Planning
Executive Services (Department of) -Facilities Management-(CRO) CIP Central Records Office
Executive Services (Department of) -Facilities Management-(FA) Finance and Administrative Services
Executive Services (Department of) -Facilities Management-(MAJ) Major Projects
Executive Services (Department of) -Facilities Management-(PS) Printshop
Executive Services (Department of) -Facilities Management-(RES) Real Estate Services
Executive Services (Department of) -Facilities Management-(SI) Strategic Initiatives
Executive Services (Department of) -Finance and Business Operations-(BPROS) Benefit, Payroll, and Retirement Operations Section
Executive Services (Department of) -Finance and Business Operations-(DIR) Director's Office
Executive Services (Department of) -Finance and Business Operations-(FM) Financial Management
Executive Services (Department of) -Finance and Business Operations-(FM-AP) Financial Management - Accounts Payable
Executive Services (Department of) -Finance and Business Operations-(FM-AR) Accounts Receivable and Collection Enforcement
Executive Services (Department of) -Finance and Business Operations-(PCS) Procurement and Contract Services
Executive Services (Department of) -Finance and Business Operations-(TO) Treasury Operations

Executive Services (Department of) -Human Resources-(BU&HRI) Benefits & Health Reform Initiative
Executive Services (Department of) -Human Resources-(CMS) Compensation Management Services
Executive Services (Department of) -Human Resources-(CS) Civil Service
Executive Services (Department of) -Human Resources-(DIR) Director's Office
Executive Services (Department of) -Human Resources-(DMS) Diversity, Affirmative Action & Recruitment
Executive Services (Department of) -Human Resources-(EAP) Employee Assistance Program
Executive Services (Department of) -Human Resources-(OS) Employment Services
Executive Services (Department of) -Human Resources-(RDQAT) Research, Development & Quality Assurance Team
Executive Services (Department of) -Human Resources-(S&C) Safety, Claims & Disability Services
Executive Services (Department of) -Human Resources-(TOD) Training & Organizational Development
Executive Services (Department of) -Human Resources-EMPTY
Executive Services (Department of) -Office of Civil Rights-(ALL) All Sections
Executive Services (Department of) -Office of Emergency Management-(ALL) All Sections
Executive Services (Department of) -Office of Risk Management-(ALL) All Sections
Executive Services (Department of) -Records and Licensing Services-(ARMMS) Archives, Records Management and Mail Services
Executive Services (Department of) -Records and Licensing Services-(ARMMS-AR) Archives
Executive Services (Department of) -Records and Licensing Services-

(ARMMS-MS) Mail Services
Executive Services (Department of) -Records and Licensing Services-(ARMMS-RC) Records Center
Executive Services (Department of) -Records and Licensing Services-(DIR) Director's Office
Executive Services (Department of) -Records and Licensing Services-(RAS) Regional Animal Services
Executive Services (Department of) -Records and Licensing Services-(Records) Records
Executive Services (Department of) -Records and Licensing Services-(RL) Recording and Licensing
Executive Services (Department of) -Records and Licensing Services-(TEST) Test
Executive Services (Department of)-Director's Office-(DIR) Executive Services Director's Office
Executive Services (Department of)-Facilities Management-(BS) Building Services
Executive Services (Department of)-Facilities Management-(DIR) Director's Office
Judicial Administration (Department of)-Drug Diversion Court-(ALL) All Sections
Judicial Administration (Department of)-Finance Division-(ALL) All Sections
Judicial Administration (Department of)-General Division-(ALL) All Sections
Judicial Administration (Department of)-Information and Records Services-(ALL) All Sections
Judicial Administration (Department of)-Juvenile Division-(ALL) All Sections
King County Council (IA)-Board of Equalization/Appeals-(ALL) All Sections
King County Council (IA)-Clerk of the Council-(ALL) All Sections

King County Council (IA)-County Auditor-(ALL) All Sections
King County Council (IA)-Hearing Examiner-(ALL) All Sections
King County Council (IA)-Ombudsman-(OCC) Office of Citizen's Complaints
King County Council (IA)-Ombudsman-(TA) Tax Advisor
King County District Court (IA)-General Division-(ALL) All Sections
King County Executive Office-Executive's Office-(ALL) All Sections
King County Executive Office-Office of Information Resource Management-(ALL) All Sections
King County Executive Office-Office of Information Resource Management-(CIO) Chief Information Office
King County Executive Office-Office of Labor Relations-(ALL) All Sections
King County Executive Office-Office of Management and Budget-(ALL) All Sections
King County Executive Office-Office of Strategic Planning and Performance Management-(ALL) All Sections
King County Sheriff's Office (IA)-Criminal Investigation Unit-(ALL) All Sections
King County Sheriff's Office (IA)-Field Operations Division-(ALL) All Sections
King County Sheriff's Office (IA)-Green River Task Force-(ALL) All Sections
King County Sheriff's Office (IA)-Technical Services Division-(ADMIN) Administration
King County Sheriff's Office (IA)-Technical Services Division-(AFIS) Automated Fingerprint Identification System
King County Sheriff's Office (IA)-Technical Services Division-(BA) Budget & Accounting Section
King County Sheriff's Office (IA)-Technical Services Division-(COMM) Communications

King County Sheriff's Office (IA)-Technical Services Division-(CPU) Civil Process Unit
King County Sheriff's Office (IA)-Technical Services Division-(IIU) Internal Investigation Unit
King County Sheriff's Office (IA)-Technical Services Division-(PHOTO) Photo Lab
King County Sheriff's Office (IA)-Technical Services Division-(PU) Personnel Unit
King County Sheriff's Office (IA)-Technical Services Division-(Records) Records Unit
King County Superior Court (IA)-General Division-(ALL) All Sections
Natural Resources and Parks (Department of)-Director's Office-(ALL) All Sections
Natural Resources and Parks (Department of)-Director's Office-(HR) Human Resources
Natural Resources and Parks (Department of)-Parks-(CPBD) Capital Planning & Business Development
Natural Resources and Parks (Department of)-Parks-(DIR) Director's Office
Natural Resources and Parks (Department of)-Parks-(RECOPS) Recreation & Operations Support
Natural Resources and Parks (Department of)-Parks-(RES) Resource
Natural Resources and Parks (Department of)-Solid Waste-(ALL) All Sections
Natural Resources and Parks (Department of)-Wastewater Treatment-(ALL) All Sections
Natural Resources and Parks (Department of)-Water and Land Resources-(FA) Finance and Administration
Natural Resources and Parks (Department of)-Water and Land Resources-(HAZ) Hazardous Waste
Natural Resources and Parks (Department of)-Water and Land Resources-(OPS) Operational Sections

Prosecuting Attorney Office (IA)-Administration-(ALL) All Sections
Prosecuting Attorney Office (IA)-Civil Division-(ALL) All Sections
Prosecuting Attorney Office (IA)-Civil Division-(CDO) Chief Deputy Office
Prosecuting Attorney Office (IA)-Civil Division-(CS) Contracts Section
Prosecuting Attorney Office (IA)-Civil Division-(CSS) County Services Section
Prosecuting Attorney Office (IA)-Civil Division-(DIR) Director's Office
Prosecuting Attorney Office (IA)-Civil Division-(ES) Employment Section
Prosecuting Attorney Office (IA)-Civil Division-(LUS) Land Use Section
Prosecuting Attorney Office (IA)-Civil Division-(NRS) Natural Resources Section
Prosecuting Attorney Office (IA)-Civil Division-(TRPS) Transportation & Real Property Section
Prosecuting Attorney Office (IA)-Civil Division-(TS) Torts Section
Prosecuting Attorney Office (IA)-Criminal Division-(ADMIN) Administration
Prosecuting Attorney Office (IA)-Criminal Division-(Fraud) Fraud
Prosecuting Attorney Office (IA)-Criminal Division-(JUV) Juvenile
Prosecuting Attorney Office (IA)-Criminal Division-(SVP) Sexually Violent Predator
Prosecuting Attorney Office (IA)-Family Support Division-(ALL) All Sections
Public Health (Department of)-Community Health Services Division-(ADMIN) Administration
Public Health (Department of)-Community Health Services Division-(PHARM) Pharmacy

Public Health (Department of)-Community Health Services Division-(Records) Health Records
Public Health (Department of)-Correctional Health & Rehab Services-(ALL) All Sections
Public Health (Department of)-Director's Office-(ALL) All Sections
Public Health (Department of)-Emergency Medical Services Division-(ALL) All Sections
Public Health (Department of)-Environmental Health Services Division-(ALL) All Sections
Public Health (Department of)-Finance and Administrative Services Division-(ADMIN) Administration
Public Health (Department of)-Finance and Administrative Services Division-(AS) Accounting Services
Public Health (Department of)-Finance and Administrative Services Division-(HR) Human Resources
Public Health (Department of)-Finance and Administrative Services Division-(MIS) Management Information Systems
Public Health (Department of)-Prevention Division-(ADMIN) Administration
Public Health (Department of)-Prevention Division-(EPI) Epidemiology
Public Health (Department of)-Prevention Division-(HIV) HIV/AIDS Program
Public Health (Department of)-Prevention Division-(LAB) Laboratory
Public Health (Department of)-Prevention Division-(ME) Medical Examiner
Public Health (Department of)-Prevention Division-(STD) STD Clinic
Public Health (Department of)-Prevention Division-(TB) Tuberculosis
Public Health (Department of)-Prevention Division-(VS) Vital Statistics
Transportation (Department of)-Airport-(ALL) All Sections

Transportation (Department of)-Airport-(HR) Human Resources
Transportation (Department of)-Deputy Director's Office-(ALL) All Sections
Transportation (Department of)-Deputy Director's Office-(HR) Human Resources
Transportation (Department of)-Fleet-(ALL) All Sections
Transportation (Department of)-Marine-(ALL) All Sections
Transportation (Department of)-Road Services-(ADMIN) Administration
Transportation (Department of)-Road Services-(CIP) CIP and Planning
Transportation (Department of)-Road Services-(ENGR) Engineering
Transportation (Department of)-Road Services-(MAINT) Maintenance
Transportation (Department of)-Transit-(CON) Design and Construction
Transportation (Department of)-Transit-(GMO) General Manager's Office
Transportation (Department of)-Transit-(HR) Human Resources
Transportation (Department of)-Transit-(OPS) Transit Operations
Transportation (Department of)-Transit-(PF) Power and Facilities
Transportation (Department of)-Transit-(PRO) Paratransit/Rideshare Operations
Transportation (Department of)-Transit-(SAFE) Safety
Transportation (Department of)-Transit-(SCS) Sales and Customer Service
Transportation (Department of)-Transit-(SEC) Security
Transportation (Department of)-Transit-(VM) Vehicle Maintenance
Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.
Category Code Level 2: 01-Accounting: The activity related to the creation of financial records of county business transactions and the preparation of

statements concerning the assets, liabilities, and performance of the county.

Category Code Level 3: FIN-01-002

Category Title: Accounts Payable

Category Description (Description of activity): A combination rule for accounts payable and supporting documents.

Category Notes (Examples of records in this category): Includes vouchers, voucher registers, and warrants. Also includes subsidiary ledgers. May include backup documentation for interfund transfers.

Rule Number (DAN): Combo Rule FIN-01-002

Cutoff: Year End

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: This combo rule combines DAN(s) with 3 and 6 year retention periods. For ease of filing, the DAN(s) with a 3 year retention period will be increased to 6 years.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Facilities Management-(FA)
Finance and Administrative Services

Executive Services (Department of) -Facilities Management-(PS)
Printshop

Executive Services (Department of) -Finance and Business Operations-
(BPROS) Benefit, Payroll, and Retirement Operations Section

Executive Services (Department of) -Finance and Business Operations-
(FM-AP) Financial Management - Accounts Payable

Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.

Category Code Level 2: 01-Accounting: The activity related to the creation of financial records of county business transactions and the preparation of statements concerning the assets, liabilities, and performance of the county.

Category Code Level 3: FIN-01-003

Category Title: Cash and Banking

Category Description (Description of activity): Documents the

activities around the cash and banking functions in the county.

Category Notes (Examples of records in this category): Records may include but are not limited to: cash account supporting documents, petty cash receipts, cash receipts and transmittals, cash books and deposit slips, warrant/check registers, and cancelled/substitute checks.

Rule Number (DAN): Combo Rule FIN-01-003

Cutoff: Year end

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: This rule is assigned to category FIN-01-003. This combo rule combines DAN(s) with 3 and 6 year retention periods. For ease of filing, the DAN(s) with a 3 year retention period will be increased to 6 years.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Finance and Business Operations-(FM) Financial Management

Executive Services (Department of) -Finance and Business Operations-(FM-AP) Financial Management - Accounts Payable

Executive Services (Department of) -Finance and Business Operations-(FM-AR) Accounts Receivable and Collection Enforcement

Executive Services (Department of) -Finance and Business Operations-(TO) Treasury Operations

Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.

Category Code Level 2: 01-Accounting: The activity related to the creation of financial records of county business transactions and the preparation of statements concerning the assets, liabilities, and performance of the county.

Category Code Level 3: FIN-01-004

Category Title: Collections Files

Category Description (Description of activity): Documents efforts to collect payment on outstanding invoices, or on checks returned because of insufficient funds.

<p>Category Notes (Examples of records in this category): May include past due statements, penalty calculations, copies of invoices, correspondence, logs of collections, actions, write off lists, and supporting documentation.</p> <p>Rule Number (DAN): Combo Rule FIN-01-004</p> <p>Cutoff: Resolution or closure</p> <p>Retention Period: 6 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks:</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Facilities Management-(RES) Real Estate Services
Executive Services (Department of) -Finance and Business Operations-(FM-AR) Accounts Receivable and Collection Enforcement
Public Health (Department of)-Finance and Administrative Services Division-(AS) Accounting Services
Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.
Category Code Level 2: 01-Accounting: The activity related to the creation of financial records of county business transactions and the preparation of statements concerning the assets, liabilities, and performance of the county.
<p>Category Code Level 3: FIN-01-005</p> <p>Category Title: Financial Reporting</p> <p>Category Description (Description of activity): A combination rule that includes benefits, insurance and medical reports.</p> <p>Category Notes (Examples of records in this category): Encompasses all reports from accounting systems in the county including financial statements, payroll reports and copies of CAFR's. Note: One copy of CAFR is archival and is covered by FIN-01-010.</p> <p>Rule Number (DAN): Combo Rule FIN-01-005</p> <p>Cutoff: Year end. Note: Do not fill in cutoff until the State Auditor has completed the audit.</p>

Retention Period: 6 years Cross Reference: Essential Record: No Rule Status: Active Rule Remarks: Archival Status: Not Archival Archival Remarks:
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Finance and Business Operations-(BPROS) Benefit, Payroll, and Retirement Operations Section
Executive Services (Department of) -Finance and Business Operations-(FM) Financial Management
Executive Services (Department of) -Finance and Business Operations-(FM-AP) Financial Management - Accounts Payable
Executive Services (Department of) -Finance and Business Operations-(FM-AR) Accounts Receivable and Collection Enforcement
Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.
Category Code Level 2: 01-Accounting: The activity related to the creation of financial records of county business transactions and the preparation of statements concerning the assets, liabilities, and performance of the county.
Category Code Level 3: FIN-01-006 Category Title: General Ledger Category Description (Description of activity): General ledger accounting system documentation. Category Notes (Examples of records in this category): Rule Number (DAN): GS50-03A-15 Cutoff: Year end Retention Period: 6 years Cross Reference: Essential Record: Yes Rule Status: Active Rule Remarks: Accounting system documentation should be protected from damage or loss by off site storage of backup tapes. In non-automated systems, security copies of the general ledger and other official accounting documents should be stored off site, or a list that

<p>identifies the locations of other copies inside and outside the agency</p> <p>Archival Status: Archival</p> <p>Archival Remarks: This record can be transferred to the King County Archives after disposition approval from the agency. Pre-1900 general ledgers are archival records.</p>
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Finance and Business Operations-(FM) Financial Management
Executive Services (Department of) -Finance and Business Operations-(FM-AP) Financial Management - Accounts Payable
Executive Services (Department of) -Finance and Business Operations-(FM-AR) Accounts Receivable and Collection Enforcement
Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.
Category Code Level 2: 01-Accounting: The activity related to the creation of financial records of county business transactions and the preparation of statements concerning the assets, liabilities, and performance of the county.
<p>Category Code Level 3: FIN-01-007</p> <p>Category Title: Unclaimed Property</p> <p>Category Description (Description of activity): A combination rule that deals with unclaimed property.</p> <p>Category Notes (Examples of records in this category): Includes unclaimed property report to IRS, unclaimed property research/investigation files-funds held by agency, and unclaimed property research-funds remitted to the Department of Revenue.</p> <p>Rule Number (DAN): Combo Rule FIN-01-007</p> <p>Cutoff: After report filed, property claimed, or property deemed abandoned and funds remitted to Dept of Rev</p> <p>Retention Period: 6 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks:</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Finance and Business Operations-(FM) Financial Management
Executive Services (Department of) -Finance and Business Operations-(FM-AP) Financial Management - Accounts Payable
Executive Services (Department of) -Finance and Business Operations-(FM-AR) Accounts Receivable and Collection Enforcement
Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.
Category Code Level 2: 01-Accounting: The activity related to the creation of financial records of county business transactions and the preparation of statements concerning the assets, liabilities, and performance of the county.
<p>Category Code Level 3: FIN-01-008</p> <p>Category Title: Accounts Receivable</p> <p>Category Description (Description of activity): A combination rule for accounts receivable and supporting documents.</p> <p>Category Notes (Examples of records in this category): Includes vouchers, voucher registers, and warrants. Also includes subsidiary ledgers. May include backup documentation for interfund transfers.</p> <p>Rule Number (DAN): Combo Rule FIN-01-002</p> <p>Cutoff: Year End</p> <p>Retention Period: 6 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks: This combo rule combines DAN(s) with 3 and 6 year retention periods. For ease of filing, the DAN(s) with a 3 year retention period will be increased to 6 years.</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Facilities Management-(FA) Finance and Administrative Services
Executive Services (Department of) -Facilities Management-(PS) Printshop
Executive Services (Department of) -Finance and Business Operations-

(BPROS) Benefit, Payroll, and Retirement Operations Section
Executive Services (Department of) -Finance and Business Operations-(FM-AR) Accounts Receivable and Collection Enforcement
Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.
Category Code Level 2: 01-Accounting: The activity related to the creation of financial records of county business transactions and the preparation of statements concerning the assets, liabilities, and performance of the county.
<p>Category Code Level 3: FIN-01-009</p> <p>Category Title: Finance Records - Construction Projects</p> <p>Category Description (Description of activity): Records having to do with the financial components of the construction office.</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): Combo Rule FIN-01-001</p> <p>Cutoff: Completion of State Audit</p> <p>Retention Period: 6 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks: Several state disposition authority numbers (DAN's) have been combined to create a broader category for ease of filing into the Electronic Records Management System. This combo rule combines DAN(s) with 3 and 6 year retention periods. For ease of filing, the DAN(s) with a 3 year retention period will be increased to 6 years.</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.
Category Code Level 2: 01-Accounting: The activity related to the creation of financial records of county business transactions and the preparation of statements concerning the assets, liabilities, and performance of the county.
<p>Category Code Level 3: FIN-01-010</p> <p>Category Title: Comprehensive Annual Financial Report (CAFR)</p> <p>Category Description (Description of activity):</p>

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-03D-02

Cutoff: When adopted by Council

Retention Period: Arrange for immediate appraisal by the King County Archivist.

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Archival

Archival Remarks: One copy should be transferred to the King County Archives. Please contact the Archives for instructions for transfer.

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Finance and Business Operations-(FM) Financial Management

Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.

Category Code Level 2: 01-Accounting: The activity related to the creation of financial records of county business transactions and the preparation of statements concerning the assets, liabilities, and performance of the county.

Category Code Level 3: FIN-01-011

Category Title: General and Subsidiary Journals

Category Description (Description of activity): Records in this category are working files that support the official final transactions in the General Ledger. Types of records are those included in the function of fund accounting, including adjustments, interfund transfers and all supporting documents and reports.

Category Notes (Examples of records in this category):

Rule Number (DAN): Combo Rule FIN-01-011

Cutoff: Year end.

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: This combo rule combines DAN(s) with 3 and 6 year retention periods. For ease of filing, the DAN(s) with a 3 year retention period will be increased to 6 years.

<p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
<p>Department, Division, Sections (DDS) with access to this category:</p> <p>King County Sheriff's Office (IA)-Technical Services Division-(BA) Budget & Accounting Section</p>
<p>Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.</p>
<p>Category Code Level 2: 01-Accounting: The activity related to the creation of financial records of county business transactions and the preparation of statements concerning the assets, liabilities, and performance of the county.</p>
<p>Category Code Level 3: FIN-01-012</p> <p>Category Title: Communication Services Billing - External Agencies</p> <p>Category Description (Description of activity): Records relating to billing non-county agencies for data, voice, radio communications services and equipment.</p> <p>Category Notes (Examples of records in this category): Examples of records include but not limited to billing fee structure for airtime, and internet services; customer billing and payment records.</p> <p>Rule Number (DAN): Combo Rule FIN-01-012</p> <p>Cutoff: Account closed</p> <p>Retention Period: 6 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks: This rule is a combination of rules GS55-05B-01 and GS50-06E-01. The state cutoff date was year end to account closed. Account information needed for ongoing charges should be kept until the account is closed.</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
<p>Department, Division, Sections (DDS) with access to this category:</p> <p>Executive Services (Department of) -Records and Licensing Services-(TEST) Test</p>
<p>Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.</p>

Category Code Level 2: 01-Accounting: The activity related to the creation of financial records of county business transactions and the preparation of statements concerning the assets, liabilities, and performance of the county.

Category Code Level 3: FIN-01-013

Category Title: Service Records on Vehicle Repair for Non-County Agencies

Category Description (Description of activity): Billing to other agencies for use of vehicles and equipment.

Category Notes (Examples of records in this category): These records include work orders, estimates, customer billing and payment records.

Rule Number (DAN): PEND FIN-01-013

Cutoff: When state creates a disposition authority number (DAN) for this record series and provides a cutoff and retention period.

Retention Period: 0

Cross Reference:

Essential Record: No

Rule Status: Pending

Rule Remarks: Retain until the State creates a disposition authority number (DAN) for this in the CORE retention schedule.

Archival Status:

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Records and Licensing Services-(TEST) Test

Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.

Category Code Level 2: 01-Accounting: The activity related to the creation of financial records of county business transactions and the preparation of statements concerning the assets, liabilities, and performance of the county.

Category Code Level 3: FIN-01-014

Category Title: Low Income/Senior Citizen Discount

Category Description (Description of activity):

Category Notes (Examples of records in this category): Includes applications for low income/senior discount/rate reduction.

Rule Number (DAN): Combo Rule FIN-01-014

Cutoff: Termination

<p>Retention Period: 6 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks:</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Records and Licensing Services-(TEST) Test
Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.
Category Code Level 2: 01-Accounting: The activity related to the creation of financial records of county business transactions and the preparation of statements concerning the assets, liabilities, and performance of the county.
<p>Category Code Level 3: FIN-01-015</p> <p>Category Title: Asset Accounting and Reporting</p> <p>Category Description (Description of activity): Records documenting the acquisition and sale of equipment.</p> <p>Category Notes (Examples of records in this category): The records support asset financial reporting. Real property is excluded from this series.</p> <p>Rule Number (DAN): PEND FIN-01-015</p> <p>Cutoff: Disposition of asset + 6 years</p> <p>Retention Period: 6 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Pending</p> <p>Rule Remarks: If FMV (at time of disposition) is greater than \$5,000, the awarding agency is entitled to share % of sale or value as long as approval was received. Retain until the State creates a disposition authority number (DAN) for this in the CORE retention schedule.</p> <p>Archival Status:</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Records and Licensing Services-(TEST) Test
Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.
Category Code Level 2: 02-Auditing: The activity of verifying the accuracy of the county's financial accounts.
<p>Category Code Level 3: FIN-02-001</p> <p>Category Title: Audit Reports</p> <p>Category Description (Description of activity): Final report, supported by working papers, which states the various findings and recommendations. Also includes the audited agency's response.</p> <p>Category Notes (Examples of records in this category): This category can also encompass the significant drafts published at periodic intervals by the Auditors Office.</p> <p>Rule Number (DAN): GS50-03F-02</p> <p>Cutoff: Completion of report</p> <p>Retention Period: 6 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks: This rule is assigned to PER-12-001.</p> <p>Archival Status: Archival</p> <p>Archival Remarks: This record can be transferred to the King County Archives after disposition approval from the agency.</p>
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Finance and Business Operations-(DIR) Director's Office
Transportation (Department of)-Deputy Director's Office-(ALL) All Sections
Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.
Category Code Level 2: 02-Auditing: The activity of verifying the accuracy of the county's financial accounts.
<p>Category Code Level 3: FIN-02-002</p> <p>Category Title: Auditor Project Working Files</p>

Category Description (Description of activity): Staff Auditors and King County Auditor create these records to document the performance and financial audits/special study process.

Category Notes (Examples of records in this category): These records include but are not limited to: correspondence, spreadsheets (P&S), interview notes, drafts (with auditor or supervisor review), technical review draft/response, proposed final draft, response to the executive, project management documents, and various documents (to back up analysis). Note: This category can also be used for Capital Improvement Project Oversight and Audits.

Rule Number (DAN): GS50-03F-01

Cutoff: Audit or Project Monitoring complete and Peer Review complete

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: King County Auditor keeps this record for 6 years after completion of audit. This record series is subject to a peer review process every three years. Records should be held until this review is complete. The 6 year retention period exceeds the state minimum retention period of when obsolete or superseded.

Archival Status: Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Finance and Business Operations-(DIR) Director's Office

Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.

Category Code Level 2: 02-Auditing: The activity of verifying the accuracy of the county's financial accounts.

Category Code Level 3: FIN-02-003

Category Title: Loss of Public Funds - Illegal Activity

Category Description (Description of activity): Loss reports submitted to the State Auditor's office relating to illegal activity.

Category Notes (Examples of records in this category): Reference RCW 43.09.185

Rule Number (DAN): PEND FIN-02-003

Cutoff: When state creates a disposition authority number (DAN) for this record series and provides a cutoff and retention period.

Retention Period: 0

Cross Reference:

Essential Record: No

Rule Status: Pending

Rule Remarks: Retain until the State creates a disposition authority number (DAN) for in the CORE retention schedule.

Archival Status:

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Finance and Business Operations-(FM) Financial Management

Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.

Category Code Level 2: 04-Banking & Treasury: The activity of transacting monetary exchanges with a financial institution.

Category Code Level 3: FIN-04-001

Category Title: Investment Records

Category Description (Description of activity): Record of investments made by the county treasurer showing date of purchase, amount, maturity date, fund name or district name; maturities showing amounts including interest and principal, fund name or district name; bid lists; other records may show par or market value, interest rate, type of instrument. These records also include confirmation notices from banks or brokerages; safekeeping receipts; work sheets, portfolio listings or reports, balance sheets, authorizations of investment officers; requests to invest or withdraw funds; and any other investment records showing activity.

Category Notes (Examples of records in this category):

Rule Number (DAN): CT01-09-06

Cutoff: Liquidation of the holding.

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Archival Status: Not Archival Archival Remarks:
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Finance and Business Operations-(TO) Treasury Operations
Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.
Category Code Level 2: 04-Banking &Treasury: The activity of transacting monetary exchanges with a financial institution.
Category Code Level 3: FIN-04-002 Category Title: Debt Service Records Category Description (Description of activity): All records and documents that pertain to the issuance of debt by the county or any of its districts for which the county treasurer serves as the registrar. Category Notes (Examples of records in this category): Records may include but are not limited to: receipts for proceeds; authorization schedules; records of repayment; fiscal agent records including notices of payments owing; records of rebates; escrow services, etc. Includes documentation for bonds and local improvement districts (LIDs). Rule Number (DAN): CT01-04-01 Cutoff: Redemption of the debt. Retention Period: 6 years Cross Reference: Essential Record: No Rule Status: Active Rule Remarks: Archival Status: Not Archival Archival Remarks:
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Finance and Business Operations-(TO) Treasury Operations
Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.
Category Code Level 2: 04-Banking &Treasury: The activity of transacting

monetary exchanges with a financial institution.

Category Code Level 3: FIN-04-003

Category Title: Foreclosures

Category Description (Description of activity): All records relating to real property foreclosures and sales of foreclosures in the county.

Category Notes (Examples of records in this category): Records may include but are not limited to: certificates of delinquency and redemption, notices and summons, deeds of sale, and foreclosure working files.

Rule Number (DAN): Combo Rule FIN-04-003

Cutoff: Completion of legal actions on the foreclosure.

Retention Period: 10 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: The retention period for this rule has been increased from 6 years to 10 years to be in compliance with RCW 4.16.20 (limitation of actions).

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Finance and Business Operations-(TO) Treasury Operations

Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.

Category Code Level 2: 05-Grants: The activity around the county either giving or receiving grant funds.

Category Code Level 3: FIN-05-001

Category Title: Grant Accounting and Financial Reporting Records

Category Description (Description of activity): This category documents the accounting and financial reporting records around grants.

Category Notes (Examples of records in this category): This category includes annual financial status reports, final grant expenditure reports, financial supporting documents - for both continuing and non-continuing grants. It also includes grant project warrants, checks and vouchers, and warrant check and voucher registers for grant funds.

Rule Number (DAN): Combo Rule FIN-05-001

<p>Cutoff: Until satisfaction of grant audit requirements.</p> <p>Retention Period: 6 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks:</p> <p>Archival Status: Archival</p> <p>Archival Remarks: This record can be transferred to the King County Archives after disposition approval from the agency.</p>
Department, Division, Sections (DDS) with access to this category:
Adult and Juvenile Detention (Department of)-Community Corrections-(ALL) All Sections
Boundary Review Board-General-(ALL) All Sections
Community and Human Services (Department of)-Community Services -(ALL) All Sections
Community and Human Services (Department of)-Development Disabilities -(ALL) All Sections
Executive Services (Department of) -Finance and Business Operations-(FM) Financial Management
Executive Services (Department of) -Records and Licensing Services-(TEST) Test
Natural Resources and Parks (Department of)-Director's Office-(ALL) All Sections
Natural Resources and Parks (Department of)-Parks-(CPBD) Capital Planning & Business Development
Natural Resources and Parks (Department of)-Parks-(DIR) Director's Office
Natural Resources and Parks (Department of)-Parks-(RECOPS) Recreation & Operations Support
Natural Resources and Parks (Department of)-Parks-(RES) Resource
Natural Resources and Parks (Department of)-Wastewater Treatment-(ALL) All Sections

Natural Resources and Parks (Department of)-Water and Land Resources-(FA) Finance and Administration
Natural Resources and Parks (Department of)-Water and Land Resources-(OPS) Operational Sections
Public Health (Department of)-Emergency Medical Services Division-(ALL) All Sections
Public Health (Department of)-Finance and Administrative Services Division-(AS) Accounting Services
Public Health (Department of)-Prevention Division-(EPI) Epidemiology
Transportation (Department of)-Airport-(ALL) All Sections
Transportation (Department of)-Deputy Director's Office-(ALL) All Sections
Transportation (Department of)-Fleet-(ALL) All Sections
Transportation (Department of)-Marine-(ALL) All Sections
Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.
Category Code Level 2: 05-Grants: The activity around the county either giving or receiving grant funds.
<p>Category Code Level 3: FIN-05-002</p> <p>Category Title: Grant Contracts</p> <p>Category Description (Description of activity): This category documents the records associated with grant contracts</p> <p>Category Notes (Examples of records in this category): This category includes grant agreements and approved grant applications Note: Grant applications not approved - keep in a working file, then when known whether approved or not, put into the categories. If not approved, can put it in the general office accounting meetings and working files category.</p> <p>Rule Number (DAN): Combo Rule FIN-05-002</p> <p>Cutoff: Until satisfaction of grant audit requirements</p> <p>Retention Period: 6 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p>

Rule Status: Active Rule Remarks: Archival Status: Not Archival Archival Remarks:
Department, Division, Sections (DDS) with access to this category:
Adult and Juvenile Detention (Department of)-Community Corrections-(ALL) All Sections
Boundary Review Board-General-(ALL) All Sections
Community and Human Services (Department of)-Community Services -(ALL) All Sections
Community and Human Services (Department of)-Director's Office-(ALL) All Sections
Community and Human Services (Department of)-Mental Health, Chemical Abuse and Dependency Services-(ALL) All Sections
Executive Services (Department of) -Finance and Business Operations-(FM) Financial Management
Executive Services (Department of) -Records and Licensing Services-(TEST) Test
Natural Resources and Parks (Department of)-Director's Office-(ALL) All Sections
Natural Resources and Parks (Department of)-Parks-(CPBD) Capital Planning & Business Development
Natural Resources and Parks (Department of)-Parks-(DIR) Director's Office
Natural Resources and Parks (Department of)-Parks-(RECOPS) Recreation &Operations Support
Natural Resources and Parks (Department of)-Parks-(RES) Resource
Natural Resources and Parks (Department of)-Solid Waste-(ALL) All Sections
Natural Resources and Parks (Department of)-Wastewater Treatment-(ALL) All Sections

Natural Resources and Parks (Department of)-Water and Land Resources-(OPS) Operational Sections
Public Health (Department of)-Director's Office-(ALL) All Sections
Public Health (Department of)-Finance and Administrative Services Division-(AS) Accounting Services
Public Health (Department of)-Prevention Division-(HIV) HIV/AIDS Program
Transportation (Department of)-Airport-(ALL) All Sections
Transportation (Department of)-Deputy Director's Office-(ALL) All Sections
Transportation (Department of)-Fleet-(ALL) All Sections
Transportation (Department of)-Marine-(ALL) All Sections
Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.
Category Code Level 2: 05-Grants: The activity around the county either giving or receiving grant funds.
<p>Category Code Level 3: FIN-05-003</p> <p>Category Title: Grant Project Reporting</p> <p>Category Description (Description of activity): This category shows the statistical documentation and project reports associated with grants.</p> <p>Category Notes (Examples of records in this category): This category includes grant project reports and statistical documentation around grants.</p> <p>Rule Number (DAN): Combo Rule FIN-05-003</p> <p>Cutoff: Until satisfaction of grant audit requirements</p> <p>Retention Period: 6 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks:</p> <p>Archival Status: Archival</p> <p>Archival Remarks: This record can be transferred to the King County Archives after disposition approval from the agency.</p>
Department, Division, Sections (DDS) with access to this category:

Adult and Juvenile Detention (Department of)-Community Corrections-(ALL) All Sections
Boundary Review Board-General-(ALL) All Sections
Community and Human Services (Department of)-Community Services -(ALL) All Sections
Executive Services (Department of) -Finance and Business Operations-(FM) Financial Management
Executive Services (Department of) -Records and Licensing Services-(TEST) Test
Natural Resources and Parks (Department of)-Director's Office-(ALL) All Sections
Natural Resources and Parks (Department of)-Parks-(CPBD) Capital Planning & Business Development
Natural Resources and Parks (Department of)-Parks-(DIR) Director's Office
Natural Resources and Parks (Department of)-Parks-(RECOPS) Recreation & Operations Support
Natural Resources and Parks (Department of)-Parks-(RES) Resource
Natural Resources and Parks (Department of)-Wastewater Treatment-(ALL) All Sections
Natural Resources and Parks (Department of)-Water and Land Resources-(OPS) Operational Sections
Public Health (Department of)-Community Health Services Division-(ADMIN) Administration
Public Health (Department of)-Correctional Health & Rehab Services-(ALL) All Sections
Public Health (Department of)-Director's Office-(ALL) All Sections
Public Health (Department of)-Emergency Medical Services Division-(ALL) All Sections
Public Health (Department of)-Finance and Administrative Services Division-(ADMIN) Administration

Public Health (Department of)-Finance and Administrative Services Division-(AS) Accounting Services
Public Health (Department of)-Prevention Division-(EPI) Epidemiology
Transportation (Department of)-Airport-(ALL) All Sections
Transportation (Department of)-Deputy Director's Office-(ALL) All Sections
Transportation (Department of)-Fleet-(ALL) All Sections
Transportation (Department of)-Marine-(ALL) All Sections
Transportation (Department of)-Road Services-(ADMIN) Administration
Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.
Category Code Level 2: 05-Grants: The activity around the county either giving or receiving grant funds.
<p>Category Code Level 3: FIN-05-004</p> <p>Category Title: Grant Asset Accounting and Reporting</p> <p>Category Description (Description of activity): Records documenting the acquisition, sale and reporting of assets purchased with grant funds.</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): PEND FIN-05-004</p> <p>Cutoff: Sale and grantor release of asset</p> <p>Retention Period: 6 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Pending</p> <p>Rule Remarks: Retain until the State creates a disposition authority number (DAN) for this in the CORE retention schedule.</p> <p>Archival Status:</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Boundary Review Board-General-(ALL) All Sections
Executive Services (Department of) -Records and Licensing Services-(TEST) Test

Natural Resources and Parks (Department of)-Director's Office-(ALL) All Sections
Natural Resources and Parks (Department of)-Parks-(CPBD) Capital Planning & Business Development
Natural Resources and Parks (Department of)-Parks-(DIR) Director's Office
Natural Resources and Parks (Department of)-Parks-(RECOPS) Recreation & Operations Support
Natural Resources and Parks (Department of)-Parks-(RES) Resource
Transportation (Department of)-Airport-(ALL) All Sections
Transportation (Department of)-Fleet-(ALL) All Sections
Transportation (Department of)-Marine-(ALL) All Sections
Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.
Category Code Level 2: 07-Taxes: The activity of paying or collecting taxes.
<p>Category Code Level 3: FIN-07-001</p> <p>Category Title: Tax Receipts</p> <p>Category Description (Description of activity): Records of money received for the payment of taxes (personal, property, gambling, etc).</p> <p>Category Notes (Examples of records in this category): May include but is not limited to: dates of payment, amounts tendered, receipt numbers, amounts of taxes, assessments, interest, penalty, administrative costs paid.</p> <p>Rule Number (DAN): CT01-05-05</p> <p>Cutoff: Year end</p> <p>Retention Period: 6 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks:</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Finance and Business Operations-(TO) Treasury Operations
Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.
Category Code Level 2: 07-Taxes: The activity of paying or collecting taxes.
<p>Category Code Level 3: FIN-07-002</p> <p>Category Title: Tax Title Records</p> <p>Category Description (Description of activity): All records and working papers filed of the acquisition of properties becoming tax title during a foreclosure, as well as all records showing research and preparation and sale of these properties as authorized by the county's legislative authority.</p> <p>Category Notes (Examples of records in this category): Includes deeds if property is sold during auction or by negotiation as authorized by law.</p> <p>Rule Number (DAN): CT01-05-18</p> <p>Cutoff: Year end</p> <p>Retention Period: 6 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks:</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Facilities Management-(RES) Real Estate Services
Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.
Category Code Level 2: 07-Taxes: The activity of paying or collecting taxes.
<p>Category Code Level 3: FIN-07-003</p> <p>Category Title: Tax and Assessed Value Record Adjustment and Refund Records</p>

<p>Category Description (Description of activity): Includes records of any tax record adjustment made as a result of Manifest Error Boards, Board of Equalization determinations, property segregations, omitted taxes, etc. Also includes requests for refund of overpayment on quarterly or annual business taxes. Files may include request, copy of tax forms, supporting documents, review, justification for refund, approval and signatures.</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): Combo Rule FIN-07-003</p> <p>Cutoff: When refund issued or denied; or adjustment made</p> <p>Retention Period: 6 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks:</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Finance and Business Operations-(FM-AP) Financial Management - Accounts Payable
Executive Services (Department of) -Finance and Business Operations-(TO) Treasury Operations
Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.
Category Code Level 2: 08-Payroll: The activities relating to the monetary compensation of employees on a periodic basis.
<p>Category Code Level 3: FIN-08-001</p> <p>Category Title: Payroll - Cards/ Time Sheets</p> <p>Category Description (Description of activity): The function of this category is to capture time records in order to determine retirement eligibility, and provide back-up for research when hours and earnings do not match up. The records are also important when an employee is trying to buy service credits for a period of temporary duty disability or an authorized leave of absence.</p> <p>Category Notes (Examples of records in this category): Description of records in this category: Paper report transmittal sent by departments for each pays period noting pay due employees and the signed</p>

authorization. Includes original paper; time sheets, overtime reports, and absence requests submitted and signed by employees and managers. Records in this category are paper only. If you have an electronic database for time tracking or a digital imaging system, please contact Records Management to discuss retention of the electronic record. Electronic spreadsheets and other working documents that lead up to the final printed and signed report should be retained under FIN-08-006, Payroll Supporting Documents.

Rule Number (DAN): GS50-03E-04

Cutoff: Year end

Retention Period: 60 years

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: Retain for 60 years if employee pay histories or payroll registers are not used for retirement verification. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. This rule is assigned FIN-08-001 Category.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:
Adult and Juvenile Detention (Department of)-Adult Detention Division-(ALL) All Sections
Adult and Juvenile Detention (Department of)-Juvenile Detention Division-(ALL) All Sections
Community and Human Services (Department of)-Community Services -(ALL) All Sections
Community and Human Services (Department of)-Director's Office-(ALL) All Sections
Community and Human Services (Department of)-Mental Health, Chemical Abuse and Dependency Services-(ALL) All Sections
Development and Environmental Services (Department of)-General Division-(ALL) All Sections
Elections (Department of)-Director's Office-(DIR) Director's Office

Executive Services (Department of) -Facilities Management-(CAP) Capital Planning
Executive Services (Department of) -Facilities Management-(MAJ) Major Projects
Executive Services (Department of) -Facilities Management-(SI) Strategic Initiatives
Executive Services (Department of) -Finance and Business Operations-(BPROS) Benefit, Payroll, and Retirement Operations Section
Executive Services (Department of) -Finance and Business Operations-(PCS) Procurement and Contract Services
Executive Services (Department of) -Finance and Business Operations-(TO) Treasury Operations
Executive Services (Department of) -Office of Risk Management-(ALL) All Sections
Executive Services (Department of) -Records and Licensing Services-(ARMMS) Archives, Records Management and Mail Services
Executive Services (Department of) -Records and Licensing Services-(DIR) Director's Office
Executive Services (Department of) -Records and Licensing Services-(RAS) Regional Animal Services
Executive Services (Department of) -Records and Licensing Services-(TEST) Test
Judicial Administration (Department of)-Finance Division-(ALL) All Sections
Judicial Administration (Department of)-Information and Records Services-(ALL) All Sections
King County Council (IA)-County Auditor-(ALL) All Sections
King County Executive Office-Executive's Office-(ALL) All Sections
King County Executive Office-Office of Information Resource Management-(ALL) All Sections
King County Sheriff's Office (IA)-Technical Services Division-(BA) Budget & Accounting Section

King County Sheriff's Office (IA)-Technical Services Division-(CPU) Civil Process Unit
King County Superior Court (IA)-General Division-(ALL) All Sections
Natural Resources and Parks (Department of)-Parks-(DIR) Director's Office
Natural Resources and Parks (Department of)-Solid Waste-(ALL) All Sections
Natural Resources and Parks (Department of)-Wastewater Treatment-(ALL) All Sections
Natural Resources and Parks (Department of)-Water and Land Resources-(FA) Finance and Administration
Natural Resources and Parks (Department of)-Water and Land Resources-(OPS) Operational Sections
Prosecuting Attorney Office (IA)-Administration-(ALL) All Sections
Public Health (Department of)-Community Health Services Division-(ADMIN) Administration
Public Health (Department of)-Correctional Health & Rehab Services-(ALL) All Sections
Public Health (Department of)-Director's Office-(ALL) All Sections
Public Health (Department of)-Emergency Medical Services Division-(ALL) All Sections
Public Health (Department of)-Environmental Health Services Division-(ALL) All Sections
Public Health (Department of)-Finance and Administrative Services Division-(AS) Accounting Services
Public Health (Department of)-Finance and Administrative Services Division-(HR) Human Resources
Public Health (Department of)-Prevention Division-(ADMIN) Administration
Public Health (Department of)-Prevention Division-(EPI) Epidemiology

Public Health (Department of)-Prevention Division-(ME) Medical Examiner
Public Health (Department of)-Prevention Division-(TB) Tuberculosis
Transportation (Department of)-Fleet-(ALL) All Sections
Transportation (Department of)-Road Services-(ADMIN) Administration
Transportation (Department of)-Transit-(CON) Design and Construction
Transportation (Department of)-Transit-(OPS) Transit Operations
Transportation (Department of)-Transit-(PF) Power and Facilities
Transportation (Department of)-Transit-(PRO) Paratransit/Rideshare Operations
Transportation (Department of)-Transit-(SEC) Security
Transportation (Department of)-Transit-(VM) Vehicle Maintenance
Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.
Category Code Level 2: 08-Payroll: The activities relating to the monetary compensation of employees on a periodic basis.
<p>Category Code Level 3: FIN-08-002</p> <p>Category Title: Retirement Related Payroll Reports and Registers</p> <p>Category Description (Description of activity): This category is used for verification of eligibility for retirement benefits.</p> <p>Category Notes (Examples of records in this category): This category can include spreadsheets of retro pay sent to the state Department of Retirement Systems (DRS) and union retro pay reports. This is an essential record. Payroll Register that is managed by MSA is placed on microfiche and retained. Payroll Register that is managed by PeopleSoft is managed and retained on PeopleSoft.</p> <p>Rule Number (DAN): GS50-03E-22</p> <p>Cutoff: Year end</p> <p>Retention Period: 60 years</p> <p>Cross Reference:</p> <p>Essential Record: Yes</p>

<p>Rule Status: Active</p> <p>Rule Remarks: Either the individual employee pay history or the payroll register must be kept for long-term verification of retirement eligibility. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. This rule is assigned to FIN-08-002 category.</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Finance and Business Operations-(BPROS) Benefit, Payroll, and Retirement Operations Section
Executive Services (Department of) -Finance and Business Operations-(DIR) Director's Office
Executive Services (Department of) -Finance and Business Operations-(TO) Treasury Operations
Natural Resources and Parks (Department of)-Water and Land Resources-(FA) Finance and Administration
Public Health (Department of)-Emergency Medical Services Division-(ALL) All Sections
Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.
Category Code Level 2: 08-Payroll: The activities relating to the monetary compensation of employees on a periodic basis.
<p>Category Code Level 3: FIN-08-003</p> <p>Category Title: Individual Employee Pay History - Retirement Related</p> <p>Category Description (Description of activity): Payroll that is managed by employee name, related to retirement benefits verification.</p> <p>Category Notes (Examples of records in this category): Records giving evidence of the pay history of an employee needed to verify retirement benefits for the Washington Sate Department of Retirement Systems. Examples of these records are: 1. Employee Changes Authorizations: New hires, successful completion of probation, acting/special duty appointments, promotion, transfer, demotion,</p>

reclassification, documentation approval, and termination 2. Employee Changes Implementing Documents: MSA turnaround document, MSA personnel transfer form, metro employee change notice, ISI new employee record, MSA requests for personnel, ISI personnel action form (PAF), personnel change notice

Rule Number (DAN): GS50-03E-15

Cutoff: Year End

Retention Period: 60 Years

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: This record holds private information and should be confidentially recycled. Individual Employee Pay History records must be removed from Personnel records at employee termination. Go to the DES-Human Resources Policies & Guidelines in the Public Folders to view the Personnel Records Management Guidelines. Storage of Terminated Employee Personnel Files explains the procedure of removing Individual Employee Pay History records from the Personnel record. ESSENTIAL RECORD used for retirement verification for the Washington State Department of Retirement Systems - Record series needs security backup. Primary record holder is the employee's King County Department. This rule is assigned to FIN-08-003 category.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:
Adult and Juvenile Detention (Department of)-Adult Detention Division-(ALL) All Sections
Community and Human Services (Department of)-Community Services -(ALL) All Sections
Community and Human Services (Department of)-Director's Office-(ALL) All Sections
Executive Services (Department of) -Finance and Business Operations-(BPROS) Benefit, Payroll, and Retirement Operations Section
Executive Services (Department of) -Records and Licensing Services-(DIR) Director's Office

Executive Services (Department of) -Records and Licensing Services-(TEST) Test
King County Executive Office-Office of Information Resource Management-(ALL) All Sections
King County Executive Office-Office of Information Resource Management-(HR) Human Resources
King County Executive Office-Office of Strategic Planning and Performance Management-(ALL) All Sections
King County Sheriff's Office (IA)-Technical Services Division-(PU) Personnel Unit
Natural Resources and Parks (Department of)-Parks-(DIR) Director's Office
Natural Resources and Parks (Department of)-Solid Waste-(ALL) All Sections
Natural Resources and Parks (Department of)-Water and Land Resources-(FA) Finance and Administration
Prosecuting Attorney Office (IA)-Administration-(ALL) All Sections
Public Health (Department of)-Community Health Services Division-(ADMIN) Administration
Public Health (Department of)-Correctional Health & Rehab Services-(ALL) All Sections
Public Health (Department of)-Emergency Medical Services Division-(ALL) All Sections
Public Health (Department of)-Finance and Administrative Services Division-(ADMIN) Administration
Public Health (Department of)-Finance and Administrative Services Division-(AS) Accounting Services
Public Health (Department of)-Finance and Administrative Services Division-(HR) Human Resources
Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.

Category Code Level 2: 08-Payroll: The activities relating to the monetary compensation of employees on a periodic basis.

Category Code Level 3: FIN-08-004

Category Title: Leave Donations

Category Description (Description of activity):

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-03E-18

Cutoff: Year End

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: This rule is assigned to FIN-08-004 category.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Finance and Business Operations-(BPROS) Benefit, Payroll, and Retirement Operations Section

Prosecuting Attorney Office (IA)-Administration-(ALL) All Sections

Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.

Category Code Level 2: 08-Payroll: The activities relating to the monetary compensation of employees on a periodic basis.

Category Code Level 3: FIN-08-005

Category Title: Employee Payroll Authorizations

Category Description (Description of activity): This is a combination rule that contains records with an employee's signature authorizing either receipt of benefits or payroll related actions. This category includes payroll deductions, direct deposits (both upstart authorization and cancellation), and acknowledgement of benefits.

Category Notes (Examples of records in this category):

Rule Number (DAN): Combo Rule FIN-08-005

Cutoff: Termination of authorization

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Archival Status: Not Archival Archival Remarks:
Department, Division, Sections (DDS) with access to this category:
Adult and Juvenile Detention (Department of)-Adult Detention Division-(ALL) All Sections
Community and Human Services (Department of)-Director's Office-(ALL) All Sections
Executive Services (Department of) -Finance and Business Operations-(BPROS) Benefit, Payroll, and Retirement Operations Section
Executive Services (Department of) -Records and Licensing Services-(DIR) Director's Office
Prosecuting Attorney Office (IA)-Administration-(ALL) All Sections
Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.
Category Code Level 2: 08-Payroll: The activities relating to the monetary compensation of employees on a periodic basis.
Category Code Level 3: FIN-08-006 Category Title: Payroll Supporting Documents Category Description (Description of activity): Electronic and paper spreadsheets and other working documents that lead up to the final printed and signed time reports used for paying employees. Category Notes (Examples of records in this category): Includes but isn't limited to: Benefit Detail Reports This category does not include the paper copy of the signed official payroll time report transmittal sent by departments for each pay period noting pay due employees and the signed authorization. The official paper time record should be retained under category FIN-08-001, Payroll - Time Cards/Time Sheets. Rule Number (DAN): GS50-03E-25 Cutoff: Year end (Note: Do not fill in this date until the State Auditor has completed the audit.) Retention Period: 6 years Cross Reference: Essential Record: No Rule Status: Active

<p>Rule Remarks: NOTE:The retention period for this record series has been increased from 3 years to 6 years. This change accomodates any audit, local, or federal requirements for time records.</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Community and Human Services (Department of)-Community Services -(ALL) All Sections
Community and Human Services (Department of)-Director's Office-(ALL) All Sections
Elections (Department of)-Director's Office-(DIR) Director's Office
Executive Services (Department of) -Facilities Management-(CAP) Capital Planning
Executive Services (Department of) -Facilities Management-(FA) Finance and Administrative Services
Executive Services (Department of) -Facilities Management-(MAJ) Major Projects
Executive Services (Department of) -Facilities Management-(SI) Strategic Initiatives
Executive Services (Department of) -Finance and Business Operations-(BPROS) Benefit, Payroll, and Retirement Operations Section
Executive Services (Department of) -Finance and Business Operations-(DIR) Director's Office
Executive Services (Department of) -Finance and Business Operations-(PCS) Procurement and Contract Services
Executive Services (Department of) -Human Resources-(DIR) Director's Office
Executive Services (Department of) -Records and Licensing Services-(DIR) Director's Office
Executive Services (Department of) -Records and Licensing Services-(Records) Records
Executive Services (Department of) -Records and Licensing Services-(TEST) Test

Judicial Administration (Department of)-Finance Division-(ALL) All Sections
King County Executive Office-Executive's Office-(ALL) All Sections
King County Sheriff's Office (IA)-Technical Services Division-(BA) Budget & Accounting Section
Natural Resources and Parks (Department of)-Director's Office-(ALL) All Sections
Natural Resources and Parks (Department of)-Parks-(DIR) Director's Office
Natural Resources and Parks (Department of)-Parks-(RECOPS) Recreation & Operations Support
Prosecuting Attorney Office (IA)-Administration-(ALL) All Sections
Public Health (Department of)-Community Health Services Division-(ADMIN) Administration
Public Health (Department of)-Correctional Health & Rehab Services-(ALL) All Sections
Public Health (Department of)-Director's Office-(ALL) All Sections
Public Health (Department of)-Environmental Health Services Division-(ALL) All Sections
Public Health (Department of)-Finance and Administrative Services Division-(AS) Accounting Services
Public Health (Department of)-Finance and Administrative Services Division-(HR) Human Resources
Public Health (Department of)-Prevention Division-(ADMIN) Administration
Public Health (Department of)-Prevention Division-(TB) Tuberculosis
Transportation (Department of)-Airport-(ALL) All Sections
Transportation (Department of)-Fleet-(ALL) All Sections
Transportation (Department of)-Marine-(ALL) All Sections
Transportation (Department of)-Transit-(OPS) Transit Operations
Transportation (Department of)-Transit-(PF) Power and Facilities

Transportation (Department of)-Transit-(SEC) Security
Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.
Category Code Level 2: 08-Payroll: The activities relating to the monetary compensation of employees on a periodic basis.
<p>Category Code Level 3: FIN-08-007</p> <p>Category Title: Tax Forms - State and Federal</p> <p>Category Description (Description of activity): This category includes federal tax forms required by the IRS and returns and reports submitted for taxes paid to the state and/or local government agencies.</p> <p>Category Notes (Examples of records in this category): Examples of IRS forms can include: 1099's; Employer's Quarterly Returns W2's; Employer's Copies of Federal Withholding Tax Statement W4's; Employee's Withholding Exemption Certificate W9's and Request for Taxpayer ID Number and Certification. For state and local tax returns and reports, examples include: Sales Tax; Use Tax; Regional Transit Authority Tax; Food and Beverage Tax; Litter Tax; Lodging Tax; State Public Utility Tax; Petroleum and Hazardous Substances Tax; Solid Fuel Burning Device Tax; Syrup Tax; and Enhanced 911 Tax.</p> <p>Rule Number (DAN): Combo Rule FIN-08-007</p> <p>Cutoff: Year end</p> <p>Retention Period: 6 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks: Several state disposition authority numbers have been combined to create a broader category for ease of filing into the Electronic Records Management System. The records are retained for the longest retention period applied to the category.</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Finance and Business Operations-(BPROS) Benefit, Payroll, and Retirement Operations Section
Executive Services (Department of) -Records and Licensing Services-(TEST) Test

Prosecuting Attorney Office (IA)-Administration-(ALL) All Sections
Category Code Level 1: FIN-Financial Management: The functions related to the accounting, fiscal management, and the collection, investment, and disbursement of funds.
Category Code Level 2: 08-Payroll: The activities relating to the monetary compensation of employees on a periodic basis.
Category Code Level 3: FIN-08-008 Category Title: Record of Attachments or Garnishments of Salaries or Wages Category Description (Description of activity): This category includes all forms related to the function of garnishing salaries or wages. Category Notes (Examples of records in this category): Rule Number (DAN): GS50-03E-23 Cutoff: Satisfaction Retention Period: 6 years Cross Reference: Essential Record: No Rule Status: Active Rule Remarks: Archival Status: Not Archival Archival Remarks:
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Finance and Business Operations-(BPROS) Benefit, Payroll, and Retirement Operations Section
Category Code Level 1: INF-Information Management: The functions related to the control, recording, processing, distribution, storage, and retrieval of information.
Category Code Level 2: 01-Public Disclosure: The activity of responding to requests for access to the public records of the county in accordance with RCW 42.56.
Category Code Level 3: INF-01-001 Category Title: Public Disclosure and Information Requests - Up to and Including 7/23/2005 Category Description (Description of activity): PUBLIC DISCLOSURE REQUEST: A formal records request, as well as the file that documents the county's response to the request, filed under the Washington State Public Records Act (RCW 42.56). Content examples

include original request and all subsequent correspondence with requester, directives to staff associated with records collection, attorney-client privileged communications associated with the public disclosure request, copies of records disclosed, copies of records redacted or withheld from disclosure in their entirety, and withholding and redaction logs. INFORMATION REQUEST: Information requests as well as, the county's response or request to clarify such inquiries. Examples include, but are not limited to: "Please provide information regarding..." questions pertaining to department policy or protocol; and routine requests for department publications. Over-the-counter requests that do not produce a written record are excluded.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-09-04R1

Cutoff: After public records request fulfilled

Retention Period: 5 years

Cross Reference:

Essential Record: No

Rule Status: Obsolete

Rule Remarks: Retain for 5 years after public records request fulfilled, then destroy.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Elections (Department of)-Director's Office-(DIR) Director's Office

Elections (Department of)-Operations-(ALL) All Sections

Elections (Department of)-Voter Services-(ALL) All Sections

Executive Services (Department of) -Finance and Business Operations-(FM) Financial Management

Executive Services (Department of) -Office of Risk Management-(ALL) All Sections

Executive Services (Department of) -Records and Licensing Services-(DIR) Director's Office

Executive Services (Department of) -Records and Licensing Services-(RAS) Regional Animal Services

Executive Services (Department of) -Records and Licensing Services-(TEST) Test
Executive Services (Department of)-Director's Office-(DIR) Executive Services Director's Office
King County Council (IA)-Board of Equalization/Appeals-(ALL) All Sections
King County Council (IA)-Clerk of the Council-(ALL) All Sections
King County Executive Office-Executive's Office-(ALL) All Sections
King County Executive Office-Office of Strategic Planning and Performance Management-(ALL) All Sections
King County Sheriff's Office (IA)-Technical Services Division-(ADMIN) Administration
Natural Resources and Parks (Department of)-Director's Office-(ALL) All Sections
Prosecuting Attorney Office (IA)-Administration-(ALL) All Sections
Prosecuting Attorney Office (IA)-Civil Division-(CDO) Chief Deputy Office
Prosecuting Attorney Office (IA)-Civil Division-(CS) Contracts Section
Prosecuting Attorney Office (IA)-Civil Division-(CSS) County Services Section
Prosecuting Attorney Office (IA)-Civil Division-(DIR) Director's Office
Prosecuting Attorney Office (IA)-Civil Division-(ES) Employment Section
Prosecuting Attorney Office (IA)-Civil Division-(LUS) Land Use Section
Prosecuting Attorney Office (IA)-Civil Division-(NRS) Natural Resources Section
Prosecuting Attorney Office (IA)-Civil Division-(TRPS) Transportation & Real Property Section

Prosecuting Attorney Office (IA)-Civil Division-(TS) Torts Section
Public Health (Department of)-Director's Office-(ALL) All Sections
Public Health (Department of)-Environmental Health Services Division-(ALL) All Sections
Transportation (Department of)-Airport-(ALL) All Sections
Transportation (Department of)-Marine-(ALL) All Sections
Category Code Level 1: INF-Information Management: The functions related to the control, recording, processing, distribution, storage, and retrieval of information.
Category Code Level 2: 01-Public Disclosure: The activity of responding to requests for access to the public records of the county in accordance with RCW 42.56.
<p>Category Code Level 3: INF-01-002</p> <p>Category Title: Public Disclosure and Records Requests</p> <p>Category Description (Description of activity): PUBLIC DISCLOSURE REQUEST: A formal records request, as well as the file that documents the county's response to the request, filed under the Washington State Public Records Act (RCW 42.56). Content examples include original request and all subsequent correspondence with requester, directives to staff associated with records collection, attorney-client privileged communications associated with the public disclosure request, copies of records disclosed, copies of records redacted or withheld from disclosure in their entirety, and withholding and redaction logs. INFORMATION REQUEST: Information requests as well as, the county's response or request to clarify such inquiries. Examples include, but are not limited to: "Please provide information regarding..." questions pertaining to department policy or protocol; and routine requests for department publications. Over-the-counter requests that do not produce a written record are excluded.</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): GS2010-014R1</p> <p>Cutoff: After public records request fulfilled</p> <p>Retention Period: 1 year</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks:</p>

Archival Status: Not Archival
Archival Remarks:
Department, Division, Sections (DDS) with access to this category:
Elections (Department of)-Ballot Processing-(ALL) All Sections
Elections (Department of)-Operations-(ALL) All Sections
Elections (Department of)-Voter Services-(ALL) All Sections
Executive Services (Department of) -Board of Ethics-(ALL) All Sections
Executive Services (Department of) -Finance and Business Operations-(BPROS) Benefit, Payroll, and Retirement Operations Section
Executive Services (Department of) -Finance and Business Operations-(DIR) Director's Office
Executive Services (Department of) -Finance and Business Operations-(FM) Financial Management
Executive Services (Department of) -Finance and Business Operations-(PCS) Procurement and Contract Services
Executive Services (Department of) -Human Resources-(DIR) Director's Office
Executive Services (Department of) -Office of Risk Management-(ALL) All Sections
Executive Services (Department of) -Records and Licensing Services-(DIR) Director's Office
Executive Services (Department of) -Records and Licensing Services-(RAS) Regional Animal Services
Executive Services (Department of) -Records and Licensing Services-(TEST) Test
Executive Services (Department of)-Director's Office-(DIR) Executive Services Director's Office
Executive Services (Department of)-Facilities Management-(DIR) Director's Office
King County Council (IA)-Board of Equalization/Appeals-(ALL) All Sections

King County Council (IA)-Clerk of the Council-(ALL) All Sections
King County Executive Office-Executive's Office-(ALL) All Sections
King County Executive Office-Office of Information Resource Management-(ITGOV) It Governance Office
King County Executive Office-Office of Labor Relations-(ALL) All Sections
Natural Resources and Parks (Department of)-Director's Office-(ALL) All Sections
Natural Resources and Parks (Department of)-Parks-(DIR) Director's Office
Natural Resources and Parks (Department of)-Parks-(RECOPS) Recreation & Operations Support
Natural Resources and Parks (Department of)-Parks-(RES) Resource
Prosecuting Attorney Office (IA)-Administration-(ALL) All Sections
Prosecuting Attorney Office (IA)-Civil Division-(ALL) All Sections
Prosecuting Attorney Office (IA)-Civil Division-(CDO) Chief Deputy Office
Prosecuting Attorney Office (IA)-Civil Division-(CS) Contracts Section
Prosecuting Attorney Office (IA)-Civil Division-(CSS) County Services Section
Prosecuting Attorney Office (IA)-Civil Division-(DIR) Director's Office
Prosecuting Attorney Office (IA)-Civil Division-(ES) Employment Section
Prosecuting Attorney Office (IA)-Civil Division-(LUS) Land Use Section
Prosecuting Attorney Office (IA)-Civil Division-(NRS) Natural Resources Section
Prosecuting Attorney Office (IA)-Civil Division-(TRPS) Transportation & Real Property Section

Prosecuting Attorney Office (IA)-Civil Division-(TS) Torts Section
Transportation (Department of)-Airport-(ALL) All Sections
Transportation (Department of)-Fleet-(ALL) All Sections
Transportation (Department of)-Marine-(ALL) All Sections
Category Code Level 1: INF-Information Management: The functions related to the control, recording, processing, distribution, storage, and retrieval of information.
Category Code Level 2: 01-Public Disclosure: The activity of responding to requests for access to the public records of the county in accordance with RCW 42.56.
<p>Category Code Level 3: INF-01-003</p> <p>Category Title: Public Disclosure/Records Requests Logs</p> <p>Category Description (Description of activity): Records documenting the tracking of public records requests made in accordance with chapter 42.56 RCW</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): GS50-09-13R2</p> <p>Cutoff: Date of last entry</p> <p>Retention Period: 3 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks: Exemption logs are covered by DAN GS2010-014.</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Adult and Juvenile Detention (Department of)-Administrative Services-(FM) Financial Management
Adult and Juvenile Detention (Department of)-Director's Office-(ALL) All Sections
Elections (Department of)-Ballot Processing-(ALL) All Sections
Elections (Department of)-Director's Office-(DIR) Director's Office
Elections (Department of)-Operations-(ALL) All Sections
Elections (Department of)-Voter Services-(ALL) All Sections

Executive Services (Department of) -Board of Ethics-(ALL) All Sections
Executive Services (Department of) -Finance and Business Operations-(BPROS) Benefit, Payroll, and Retirement Operations Section
Executive Services (Department of) -Finance and Business Operations-(DIR) Director's Office
Executive Services (Department of) -Human Resources-(DIR) Director's Office
Executive Services (Department of) -Office of Risk Management-(ALL) All Sections
Executive Services (Department of) -Records and Licensing Services-(DIR) Director's Office
Executive Services (Department of) -Records and Licensing Services-(RAS) Regional Animal Services
Executive Services (Department of)-Director's Office-(DIR) Executive Services Director's Office
Executive Services (Department of)-Facilities Management-(DIR) Director's Office
King County Executive Office-Office of Information Resource Management-(ES) Enterprise Services
King County Executive Office-Office of Labor Relations-(ALL) All Sections
Natural Resources and Parks (Department of)-Director's Office-(ALL) All Sections
Natural Resources and Parks (Department of)-Parks-(CPBD) Capital Planning & Business Development
Natural Resources and Parks (Department of)-Parks-(DIR) Director's Office
Natural Resources and Parks (Department of)-Parks-(RECOPS) Recreation & Operations Support
Natural Resources and Parks (Department of)-Parks-(RES) Resource
Prosecuting Attorney Office (IA)-Civil Division-(ALL) All Sections

Transportation (Department of)-Airport-(ALL) All Sections
Transportation (Department of)-Deputy Director's Office-(ALL) All Sections
Transportation (Department of)-Fleet-(ALL) All Sections
Transportation (Department of)-Marine-(ALL) All Sections
Category Code Level 1: INF-Information Management: The functions related to the control, recording, processing, distribution, storage, and retrieval of information.
Category Code Level 2: 02-Publications: The activity of drafting, producing, marketing, and supplying the county's publications.
<p>Category Code Level 3: INF-02-001</p> <p>Category Title: Master File of Agency Publications</p> <p>Category Description (Description of activity): Master file contains one copy of the current final publication for the agency.</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): GS50-06F-04R1</p> <p>Cutoff: When no longer needed for agency business</p> <p>Retention Period: Arrange for immediate appraisal by the King County Archivist.</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks: Retain until no longer needed for agency business then arrange for appraisal by King County Archivist.</p> <p>Archival Status: Archival</p> <p>Archival Remarks: This record can be transferred to the King County Archives after disposition approval from the agency.</p>
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Facilities Management-(PS) Printshop
Executive Services (Department of) -Human Resources-(RDQAT) Research, Development & Quality Assurance Team
Executive Services (Department of) -Human Resources-(TOD) Training & Organizational Development
Executive Services (Department of) -Office of Risk Management-

(ALL) All Sections
Executive Services (Department of) -Records and Licensing Services-(ARMMS-AR) Archives
Executive Services (Department of) -Records and Licensing Services-(DIR) Director's Office
Executive Services (Department of) -Records and Licensing Services-(RAS) Regional Animal Services
Executive Services (Department of) -Records and Licensing Services-(TEST) Test
King County Executive Office-Executive's Office-(ALL) All Sections
Natural Resources and Parks (Department of)-Director's Office-(ALL) All Sections
Natural Resources and Parks (Department of)-Parks-(CPBD) Capital Planning & Business Development
Natural Resources and Parks (Department of)-Parks-(DIR) Director's Office
Natural Resources and Parks (Department of)-Parks-(RECOPS) Recreation & Operations Support
Natural Resources and Parks (Department of)-Parks-(RES) Resource
Transportation (Department of)-Airport-(ALL) All Sections
Transportation (Department of)-Fleet-(ALL) All Sections
Transportation (Department of)-Marine-(ALL) All Sections
Category Code Level 1: INF-Information Management: The functions related to the control, recording, processing, distribution, storage, and retrieval of information.
Category Code Level 2: 03-Records Management: The activity of systematically controlling the creation, receipt, maintenance, use, and disposition of public records.
Category Code Level 3: INF-03-002 Category Title: Records Control Category Description (Description of activity): Records relating to the physical and intellectual control of the agency's records. Category Notes (Examples of records in this category): This category

includes, but is not limited to: Essential records lists; Files classification schemes/guidelines; Inventories; Records center transmittals/retrievals; Master indexes, lists, registers, tracking systems, databases, and other finding aids used to access public records designated as Non-Archival.

Rule Number (DAN): GS50-09-02R1A

Cutoff: When no longer needed for agency business

Retention Period: Immediate destruction

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Retain until no longer needed for agency business, then Destroy.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Office of Risk Management-(ALL) All Sections

Executive Services (Department of) -Records and Licensing Services-(ARMMS) Archives, Records Management and Mail Services

Executive Services (Department of) -Records and Licensing Services-(DIR) Director's Office

Executive Services (Department of) -Records and Licensing Services-(RAS) Regional Animal Services

Natural Resources and Parks (Department of)-Director's Office-(ALL) All Sections

Natural Resources and Parks (Department of)-Parks-(CPBD) Capital Planning & Business Development

Natural Resources and Parks (Department of)-Parks-(DIR) Director's Office

Natural Resources and Parks (Department of)-Parks-(RECOPS) Recreation & Operations Support

Natural Resources and Parks (Department of)-Parks-(RES) Resource

Transportation (Department of)-Airport-(ALL) All Sections

Transportation (Department of)-Fleet-(ALL) All Sections

Transportation (Department of)-Marine-(ALL) All Sections
Category Code Level 1: INF-Information Management: The functions related to the control, recording, processing, distribution, storage, and retrieval of information.
Category Code Level 2: 03-Records Management: The activity of systematically controlling the creation, receipt, maintenance, use, and disposition of public records.
<p>Category Code Level 3: INF-03-003</p> <p>Category Title: Destruction of Public Records</p> <p>Category Description (Description of activity): Records relating to the destruction of the agency's public records.</p> <p>Category Notes (Examples of records in this category): Includes, but is not limited to: Destruction logs; affidavits; agency authorizations; and certificates/notices of destruction.</p> <p>Rule Number (DAN): GS50-09-06R</p> <p>Cutoff: Date that the agency closes.</p> <p>Retention Period: Immediate destruction</p> <p>Cross Reference:</p> <p>Essential Record: Yes</p> <p>Rule Status: Active</p> <p>Rule Remarks: Retain for the life of the agency</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Office of Risk Management-(ALL) All Sections
Executive Services (Department of) -Records and Licensing Services-(ARMMS) Archives, Records Management and Mail Services
Executive Services (Department of) -Records and Licensing Services-(ARMMS-RC) Records Center
Executive Services (Department of) -Records and Licensing Services-(DIR) Director's Office
Executive Services (Department of) -Records and Licensing Services-(RAS) Regional Animal Services

Executive Services (Department of) -Records and Licensing Services-(Records) Records
Natural Resources and Parks (Department of)-Director's Office-(ALL) All Sections
Natural Resources and Parks (Department of)-Parks-(CPBD) Capital Planning & Business Development
Natural Resources and Parks (Department of)-Parks-(DIR) Director's Office
Natural Resources and Parks (Department of)-Parks-(RECOPS) Recreation &Operations Support
Natural Resources and Parks (Department of)-Parks-(RES) Resource
Transportation (Department of)-Airport-(ALL) All Sections
Transportation (Department of)-Fleet-(ALL) All Sections
Transportation (Department of)-Marine-(ALL) All Sections
Category Code Level 1: INF-Information Management: The functions related to the control, recording, processing, distribution, storage, and retrieval of information.
Category Code Level 2: 03-Records Management: The activity of systematically controlling the creation, receipt, maintenance, use, and disposition of public records.
<p>Category Code Level 3: INF-03-004</p> <p>Category Title: Retention and Disposition Authorizations</p> <p>Category Description (Description of activity): Records relating to the retention of the agency's records in accordance with Chapter 40.14 RCW.</p> <p>Category Notes (Examples of records in this category): The category includes, but is not restricted to: internal working guides abstracted from approved records retention schedules; Application for Early Destruction of Source Documents after Digitization (DAD) or Electronic Imaging Systems (EIS) application, provided that the original is retained by the Washington State Archives; Agency's copies of records retention schedules approved by the Local Records Committee in accordance with RCW 40.14.070, provided that the original is retained by the Local Records Committee.</p> <p>Rule Number (DAN): GS50-09-01R</p>

Cutoff: When no longer needed for agency business

Retention Period: Immediate destruction

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Retain until no longer needed for agency business, then destroy.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Records and Licensing Services-(ARMMS) Archives, Records Management and Mail Services

Category Code Level 1: INF-Information Management: The functions related to the control, recording, processing, distribution, storage, and retrieval of information.

Category Code Level 2: 03-Records Management: The activity of systematically controlling the creation, receipt, maintenance, use, and disposition of public records.

Category Code Level 3: INF-03-006

Category Title: Legal and Other Records Holds

Category Description (Description of activity): Records documenting the placement, release, chain of custody, and audit trail for legal and other records holds.

Category Notes (Examples of records in this category): Examples of other holds are public disclosure, financial or performance audits, etc. Records include, but are not limited to: copy of discovery request; communications from legal counsel directing the administration of the hold; search criteria and results responding to the description of the records requested; list of records held; chain of custody documentation; reports on incremental additions or removal of records from the hold; attorney's official signed release; final release report for hold. This is a unique King County version of the Records Control rule until the State Local Records Committee approves a Legal Hold Disposition Authority Number (DAN).

Rule Number (DAN): GS50-09-02R1B

Cutoff: Official release of hold

Retention Period: 10 years

Cross Reference:

<p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks: This is a unique King County version of the Records Control rule until the State Records Committee approves a legal hold disposition authority number (DAN).</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
<p>Department, Division, Sections (DDS) with access to this category:</p> <p>Executive Services (Department of) -Records and Licensing Services-(ARMMS) Archives, Records Management and Mail Services</p>
<p>Category Code Level 1: INF-Information Management: The functions related to the control, recording, processing, distribution, storage, and retrieval of information.</p>
<p>Category Code Level 2: 04-Electronic Information Systems: The activity of acquiring, developing, implementing, maintaining, using, and disposing of information technology and systems.</p>
<p>Category Code Level 3: INF-04-001</p> <p>Category Title: Applications - Technical Design and Implementation</p> <p>Category Description (Description of activity): Records documenting the technical design and implementation of the agency's computer software applications, databases and websites (internet and intranet).</p> <p>Category Notes (Examples of records in this category): May include any or all of the following: Design documentation/detail; database schema and dictionaries; source code; system and program change descriptions/authorizations; development plans (for testing, training, conversion, and acceptance); release notes; operational and user instructions; and acceptance testing.</p> <p>Rule Number (DAN): GS50-06A-03R</p> <p>Cutoff: When all records within the application have been migrated or dispositioned in accordance with approved retention schedule.</p> <p>Retention Period: Until application or version is no longer needed for agency business and all records within the application have been migrated or dispositioned in accordance with approved records retention schedule.</p> <p>Cross Reference:</p> <p>Essential Record: Yes</p> <p>Rule Status: Active</p> <p>Rule Remarks: Retain until application or version is no longer needed</p>

<p>for agency business and all records within the application have been migrated or dispositioned in accordance with a current approved records retention schedule then Destroy.</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Office of Risk Management-(ALL) All Sections
Executive Services (Department of) -Records and Licensing Services-(RAS) Regional Animal Services
Executive Services (Department of) -Records and Licensing Services-(TEST) Test
Executive Services (Department of)-Director's Office-(DIR) Executive Services Director's Office
Natural Resources and Parks (Department of)-Director's Office-(ALL) All Sections
Natural Resources and Parks (Department of)-Director's Office-(HR) Human Resources
Prosecuting Attorney Office (IA)-Administration-(ALL) All Sections
Transportation (Department of)-Fleet-(ALL) All Sections
Category Code Level 1: INF-Information Management: The functions related to the control, recording, processing, distribution, storage, and retrieval of information.
Category Code Level 2: 04-Electronic Information Systems: The activity of acquiring, developing, implementing, maintaining, using, and disposing of information technology and systems.
<p>Category Code Level 3: INF-04-002</p> <p>Category Title: Access Authorizations</p> <p>Category Description (Description of activity): Records documenting the authorization of employee (includes contractors and volunteers) access to agency systems, networks, applications, records, and data.</p> <p>Category Notes (Examples of records in this category): Includes, but is not limited to: requests and approvals for access and permissions.</p> <p>Rule Number (DAN): GS2010-002</p> <p>Cutoff: After termination of user's access or system is no longer in use.</p>

<p>Retention Period: 6 years</p> <p>Cross Reference:</p> <p>Essential Record: Yes</p> <p>Rule Status: Active</p> <p>Rule Remarks: Retain for 6 years after termination of user's access or system no longer in use.</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Office of Risk Management-(ALL) All Sections
Executive Services (Department of) -Records and Licensing Services-(ARMMS) Archives, Records Management and Mail Services
Executive Services (Department of) -Records and Licensing Services-(RAS) Regional Animal Services
Executive Services (Department of) -Records and Licensing Services-(TEST) Test
Executive Services (Department of)-Director's Office-(DIR) Executive Services Director's Office
Natural Resources and Parks (Department of)-Director's Office-(ALL) All Sections
Natural Resources and Parks (Department of)-Director's Office-(HR) Human Resources
Prosecuting Attorney Office (IA)-Administration-(ALL) All Sections
Transportation (Department of)-Fleet-(ALL) All Sections
Category Code Level 1: INF-Information Management: The functions related to the control, recording, processing, distribution, storage, and retrieval of information.
Category Code Level 2: 04-Electronic Information Systems: The activity of acquiring, developing, implementing, maintaining, using, and disposing of information technology and systems.
<p>Category Code Level 3: INF-04-003</p> <p>Category Title: Applications - Planning and Review</p> <p>Category Description (Description of activity): Records documenting</p>

<p>the planning and post-implementation review of the agency's computer software applications, databases and websites (internet and intranet).</p> <p>Category Notes (Examples of records in this category): Includes, but is not limited to: Requirements and objectives documents/statements; feasibility studies; charter, cost/benefit analyses, investment plans; post-implementation reviews/evaluations/recommendations.</p> <p>Rule Number (DAN): GS50-06A-01R1</p> <p>Cutoff: Finalization of project</p> <p>Retention Period: 6 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks:</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Office of Risk Management-(ALL) All Sections
Executive Services (Department of) -Records and Licensing Services-(ARMMS) Archives, Records Management and Mail Services
Executive Services (Department of) -Records and Licensing Services-(RAS) Regional Animal Services
Executive Services (Department of) -Records and Licensing Services-(TEST) Test
Executive Services (Department of)-Director's Office-(DIR) Executive Services Director's Office
Natural Resources and Parks (Department of)-Director's Office-(ALL) All Sections
Natural Resources and Parks (Department of)-Director's Office-(HR) Human Resources
Prosecuting Attorney Office (IA)-Administration-(ALL) All Sections
Transportation (Department of)-Fleet-(ALL) All Sections
Category Code Level 1: INF-Information Management: The functions related to the control, recording, processing, distribution, storage, and retrieval of information.

Category Code Level 2: 04-Electronic Information Systems: The activity of acquiring, developing, implementing, maintaining, using, and disposing of information technology and systems.

Category Code Level 3: INF-04-004

Category Title: Automated/Scheduled Tasks

Category Description (Description of activity): Records relating to scheduled, computer driven tasks.

Category Notes (Examples of records in this category): Examples include: event logs; run reports and requests; task schedules; and successful completion reports.

Rule Number (DAN): GS2010-004

Cutoff: Until no longer needed for agency business

Retention Period: Immediate destruction

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Records and Licensing Services-(ARMMS) Archives, Records Management and Mail Services

Executive Services (Department of) -Records and Licensing Services-(TEST) Test

Category Code Level 1: INF-Information Management: The functions related to the control, recording, processing, distribution, storage, and retrieval of information.

Category Code Level 2: 04-Electronic Information Systems: The activity of acquiring, developing, implementing, maintaining, using, and disposing of information technology and systems.

Category Code Level 3: INF-04-005

Category Title: Helpdesk Requests

Category Description (Description of activity): Records relating to employee (includes contractors and volunteers) requests for advice and assistance in using information systems and applications.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS2010-005

Cutoff: Finalization of request

Retention Period: 1 year Cross Reference: Essential Record: No Rule Status: Active Rule Remarks: Archival Status: Not Archival Archival Remarks:
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Office of Risk Management-(ALL) All Sections
Executive Services (Department of) -Records and Licensing Services-(ARMMS) Archives, Records Management and Mail Services
Executive Services (Department of) -Records and Licensing Services-(RAS) Regional Animal Services
Executive Services (Department of) -Records and Licensing Services-(TEST) Test
Executive Services (Department of)-Director's Office-(DIR) Executive Services Director's Office
Natural Resources and Parks (Department of)-Director's Office-(ALL) All Sections
Natural Resources and Parks (Department of)-Director's Office-(HR) Human Resources
Prosecuting Attorney Office (IA)-Administration-(ALL) All Sections
Transportation (Department of)-Fleet-(ALL) All Sections
Category Code Level 1: INF-Information Management: The functions related to the control, recording, processing, distribution, storage, and retrieval of information.
Category Code Level 2: 04-Electronic Information Systems: The activity of acquiring, developing, implementing, maintaining, using, and disposing of information technology and systems.
Category Code Level 3: INF-04-006 Category Title: Online Content Management Category Description (Description of activity): Records documenting the publishing of the agency's online (internet and intranet) content.

Category Notes (Examples of records in this category): Includes, but is not limited to: Requests/approvals to upload/update/remove content; confirmation of content upload/update/removal; point-in-time record of webpage/site (screenshot, snapshot, site map). Note: All published content consists of individual records which have their own separate retention requirements. Each of these records must be retained for the current approved minimum retention period(s) according to the applicable retention series.

Rule Number (DAN): GS2010-007

Cutoff: After online content is removed

Retention Period: 1 year

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Office of Risk Management-(ALL) All Sections

Executive Services (Department of) -Records and Licensing Services-(ARMMS) Archives, Records Management and Mail Services

Executive Services (Department of) -Records and Licensing Services-(ARMMS-AR) Archives

Executive Services (Department of) -Records and Licensing Services-(DIR) Director's Office

Executive Services (Department of) -Records and Licensing Services-(RAS) Regional Animal Services

Executive Services (Department of) -Records and Licensing Services-(TEST) Test

King County Executive Office-Office of Information Resource Management-(ITGOV) It Governance Office

Natural Resources and Parks (Department of)-Director's Office-(ALL) All Sections

Natural Resources and Parks (Department of)-Parks-(CPBD) Capital

Planning & Business Development
Natural Resources and Parks (Department of)-Parks-(DIR) Director's Office
Natural Resources and Parks (Department of)-Parks-(RECOPS) Recreation & Operations Support
Natural Resources and Parks (Department of)-Parks-(RES) Resource
Transportation (Department of)-Airport-(ALL) All Sections
Transportation (Department of)-Fleet-(ALL) All Sections
Transportation (Department of)-Marine-(ALL) All Sections
Category Code Level 1: INF-Information Management: The functions related to the control, recording, processing, distribution, storage, and retrieval of information.
Category Code Level 2: 04-Electronic Information Systems: The activity of acquiring, developing, implementing, maintaining, using, and disposing of information technology and systems.
<p>Category Code Level 3: INF-04-007</p> <p>Category Title: Audit Trail - Infrastructure</p> <p>Category Description (Description of activity): Records documenting authorization for and modifications to the configurations and settings of the agency's infrastructure (firewalls, routers, ports, network servers, etc.)</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): GS2010-003</p> <p>Cutoff: After date of activity</p> <p>Retention Period: 1 year</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks:</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Records and Licensing Services-(TEST) Test
Category Code Level 1: INF-Information Management: The functions

related to the control, recording, processing, distribution, storage, and retrieval of information.

Category Code Level 2: 04-Electronic Information Systems: The activity of acquiring, developing, implementing, maintaining, using, and disposing of information technology and systems.

Category Code Level 3: INF-04-008

Category Title: Backups for Disaster Preparedness/Recovery

Category Description (Description of activity): Routine, cyclical backups of the agency's electronic records created for the purpose of disaster preparedness and recovery.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-06A-02R1

Cutoff: When no longer needed for agency business.

Retention Period: Immediate destruction

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: Retain until no longer needed for agency business, then destroy.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Records and Licensing Services-(TEST) Test

Category Code Level 1: INF-Information Management: The functions related to the control, recording, processing, distribution, storage, and retrieval of information.

Category Code Level 2: 04-Electronic Information Systems: The activity of acquiring, developing, implementing, maintaining, using, and disposing of information technology and systems.

Category Code Level 3: INF-04-009

Category Title: Network - Design and Build

Category Description (Description of activity): Records documenting the design and construction of the agency's information technology network.

Category Notes (Examples of records in this category): This category includes, but is not limited to: Network diagrams and build guides; master control list of Internet Protocol (IP) address assignments; and

<p>Uniform Resource Locator (URL) addresses and passwords.</p> <p>Rule Number (DAN): GS2010-006</p> <p>Cutoff: Until no longer needed for agency business</p> <p>Retention Period: Immediate destruction</p> <p>Cross Reference:</p> <p>Essential Record: Yes</p> <p>Rule Status: Active</p> <p>Rule Remarks: Retain until no longer needed for agency business.</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Office of Risk Management-(ALL) All Sections
Executive Services (Department of) -Records and Licensing Services-(RAS) Regional Animal Services
Executive Services (Department of) -Records and Licensing Services-(TEST) Test
Executive Services (Department of)-Director's Office-(DIR) Executive Services Director's Office
Natural Resources and Parks (Department of)-Director's Office-(ALL) All Sections
Natural Resources and Parks (Department of)-Director's Office-(HR) Human Resources
Prosecuting Attorney Office (IA)-Administration-(ALL) All Sections
Transportation (Department of)-Fleet-(ALL) All Sections
Category Code Level 1: INF-Information Management: The functions related to the control, recording, processing, distribution, storage, and retrieval of information.
Category Code Level 2: 04-Electronic Information Systems: The activity of acquiring, developing, implementing, maintaining, using, and disposing of information technology and systems.
<p>Category Code Level 3: INF-04-010</p> <p>Category Title: Security Monitoring - Incident</p> <p>Category Description (Description of activity): Records relating to the routine security monitoring of the agency's information system</p>

<p>where a security incident has occurred.</p> <p>Category Notes (Examples of records in this category): Includes, but is not limited to: intrusion and event logs.</p> <p>Rule Number (DAN): GS2010-008</p> <p>Cutoff: After investigation finalized</p> <p>Retention Period: 1 year</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks:</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Records and Licensing Services-(TEST) Test
Category Code Level 1: INF-Information Management: The functions related to the control, recording, processing, distribution, storage, and retrieval of information.
Category Code Level 2: 04-Electronic Information Systems: The activity of acquiring, developing, implementing, maintaining, using, and disposing of information technology and systems.
<p>Category Code Level 3: INF-04-011</p> <p>Category Title: Security Monitoring - No Incident</p> <p>Category Description (Description of activity): Records relating to the routine security monitoring of the agency's information system where a security incident has not occurred.</p> <p>Category Notes (Examples of records in this category): Includes, but is not limited to: intrusion and event logs.</p> <p>Rule Number (DAN): GS2010-009</p> <p>Cutoff: Until determined that no security incident has occurred</p> <p>Retention Period: Immediate destruction</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks:</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Records and Licensing Services-(TEST) Test
Category Code Level 1: INF-Information Management: The functions related to the control, recording, processing, distribution, storage, and retrieval of information.
Category Code Level 2: 04-Electronic Information Systems: The activity of acquiring, developing, implementing, maintaining, using, and disposing of information technology and systems.
<p>Category Code Level 3: INF-04-012</p> <p>Category Title: System Health Monitoring</p> <p>Category Description (Description of activity): Records relating to the routine monitoring of the performance of the agency's information management systems.</p> <p>Category Notes (Examples of records in this category): Includes, but is not limited to: benchmark and real-time performance logs.</p> <p>Rule Number (DAN): GS2010-010</p> <p>Cutoff: Until no longer needed for agency business</p> <p>Retention Period: Immediate destruction</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks:</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Records and Licensing Services-(TEST) Test
Category Code Level 1: INF-Information Management: The functions related to the control, recording, processing, distribution, storage, and retrieval of information.
Category Code Level 2: 04-Electronic Information Systems: The activity of acquiring, developing, implementing, maintaining, using, and disposing of information technology and systems.
<p>Category Code Level 3: INF-04-013</p> <p>Category Title: Usage - Monitoring</p> <p>Category Description (Description of activity): Records relating to the monitoring of the agency's information and communication systems</p>

<p>to ensure appropriate use.</p> <p>Category Notes (Examples of records in this category): Includes, but is not limited to: Login records; Internet activity logs (sites visited, downloads/uploads, video/audio streaming, etc.); Fax and telephone logs. Note: The content of records created or received by employees (includes contractors and volunteers) must be retained for the current approved retention period(s).</p> <p>Rule Number (DAN): GS50-06A-05R1</p> <p>Cutoff: End of activity</p> <p>Retention Period: 1 year</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks: Retain for one year after activity.</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
<p>Department, Division, Sections (DDS) with access to this category:</p> <p>Executive Services (Department of) -Records and Licensing Services-(TEST) Test</p>
<p>Category Code Level 1: INF-Information Management: The functions related to the control, recording, processing, distribution, storage, and retrieval of information.</p>
<p>Category Code Level 2: 04-Electronic Information Systems: The activity of acquiring, developing, implementing, maintaining, using, and disposing of information technology and systems.</p>
<p>Category Code Level 3: INF-04-014</p> <p>Category Title: IT Projects</p> <p>Category Description (Description of activity): Covers all Information Technology projects, and includes Capital Improvement Projects.</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): GS50-01-39B</p> <p>Cutoff: Completion of project</p> <p>Retention Period: 10 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks: GS50-01-39 New series 05/02. GS50-01-39 A & B</p>

<p>added 7/23/2010.</p> <p>Archival Status: Archival</p> <p>Archival Remarks: This record can be transferred to the King County Archives after disposition approval from the agency.</p>
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Office of Risk Management-(ALL) All Sections
Executive Services (Department of) -Records and Licensing Services-(RAS) Regional Animal Services
Executive Services (Department of) -Records and Licensing Services-(TEST) Test
Executive Services (Department of)-Director's Office-(DIR) Executive Services Director's Office
Natural Resources and Parks (Department of)-Director's Office-(ALL) All Sections
Natural Resources and Parks (Department of)-Director's Office-(HR) Human Resources
Prosecuting Attorney Office (IA)-Administration-(ALL) All Sections
Transportation (Department of)-Fleet-(ALL) All Sections
Category Code Level 1: INF-Information Management: The functions related to the control, recording, processing, distribution, storage, and retrieval of information.
Category Code Level 2: 05-Records Conversion: The activity of converting the agency's public records from one form (source records) to another (converted records) through the process of imaging (digitization or microfilm preservation) or data migration (digital or magnetic).
<p>Category Code Level 3: INF-05-001</p> <p>Category Title: Conversion Process - Archival Records</p> <p>Category Description (Description of activity): Records documenting the process of converting the agency's Archival public records from one form to another where not captured in the metadata of the converted records.</p> <p>Category Notes (Examples of records in this category): Includes, but is not limited to: Migration of digital records (mapping schemas, testing reports, etc.); digitization of paper-based records (tests, inspection</p>

results, etc.); microfilming of digital and/or paper-based records (arrangement of originals, guide sheets, etc.); transfer of magnetic recordings.

Rule Number (DAN): GS2010-015

Cutoff: Until the converted archival records are transferred to the archives.

Retention Period: Arrange for immediate appraisal by the King County Archivist.

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Retain until the converted Archival records are transferred to the archives then arrange for appraisal by the County Archivist.

Archival Status: Archival

Archival Remarks: This record can be transferred to the King County Archives after disposition approval from the agency.

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Office of Risk Management-(ALL) All Sections

Executive Services (Department of) -Records and Licensing Services-(ARMMS) Archives, Records Management and Mail Services

Executive Services (Department of) -Records and Licensing Services-(RAS) Regional Animal Services

Executive Services (Department of) -Records and Licensing Services-(TEST) Test

Executive Services (Department of)-Director's Office-(DIR) Executive Services Director's Office

Natural Resources and Parks (Department of)-Director's Office-(ALL) All Sections

Natural Resources and Parks (Department of)-Director's Office-(HR) Human Resources

Prosecuting Attorney Office (IA)-Administration-(ALL) All Sections

Transportation (Department of)-Fleet-(ALL) All Sections

Category Code Level 1: INF-Information Management: The functions

related to the control, recording, processing, distribution, storage, and retrieval of information.

Category Code Level 2: 05-Records Conversion: The activity of converting the agency's public records from one form (source records) to another (converted records) through the process of imaging (digitization or microfilm preservation) or data migration (digital or magnetic).

Category Code Level 3: INF-05-002

Category Title: Conversion Process - Non-Archival Records

Category Description (Description of activity): Records documenting the process of converting the agency's Non-Archival public records from one form to another where not captured in the metadata of the converted records.

Category Notes (Examples of records in this category): Includes, but is not limited to: Migration of digital records (mapping schemas, testing reports, etc.); Digitization of paper-based records (tests, inspection results, etc.); Microfilming of digital and/or paper-based records (arrangement of originals, guide sheets, etc.); transfer of magnetic recordings.

Rule Number (DAN): GS2010-016

Cutoff: Until the converted Non-Archival records have been destroyed in accordance with a current, approved records retention schedule.

Retention Period: Immediate destruction.

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Retain until the converted Non-Archival records have been destroyed in accordance with a current, approved records retention schedule.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Office of Risk Management-(ALL) All Sections

Executive Services (Department of) -Records and Licensing Services-(ARMMS) Archives, Records Management and Mail Services

Executive Services (Department of) -Records and Licensing Services-(RAS) Regional Animal Services

Executive Services (Department of) -Records and Licensing Services-(TEST) Test
Executive Services (Department of)-Director's Office-(DIR) Executive Services Director's Office
Natural Resources and Parks (Department of)-Director's Office-(ALL) All Sections
Natural Resources and Parks (Department of)-Director's Office-(HR) Human Resources
Prosecuting Attorney Office (IA)-Administration-(ALL) All Sections
Transportation (Department of)-Fleet-(ALL) All Sections
Category Code Level 1: INF-Information Management: The functions related to the control, recording, processing, distribution, storage, and retrieval of information.
Category Code Level 2: 05-Records Conversion: The activity of converting the agency's public records from one form (source records) to another (converted records) through the process of imaging (digitization or microfilm preservation) or data migration (digital or magnetic).
<p>Category Code Level 3: INF-05-003</p> <p>Category Title: Source Records - Migrated</p> <p>Category Description (Description of activity): Non-paper-based source records which have been migrated to another non-paper-based format such as: Digital records which are migrated to another digital format or magnetic records (VHS,cassette tapes, reel to reel, 8-track tapes, etc.) which are migrated to another magnetic or digital format. And, provided that the converted records are retained in accordance with a current approved records retention schedule.</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): GS2010-018</p> <p>Cutoff: Verification of successful conversion</p> <p>Retention Period: Immediate destruction</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks:</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>

Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Office of Risk Management-(ALL) All Sections
Executive Services (Department of) -Records and Licensing Services-(ARMMS) Archives, Records Management and Mail Services
Executive Services (Department of) -Records and Licensing Services-(RAS) Regional Animal Services
Executive Services (Department of) -Records and Licensing Services-(TEST) Test
Executive Services (Department of)-Director's Office-(DIR) Executive Services Director's Office
Natural Resources and Parks (Department of)-Director's Office-(ALL) All Sections
Natural Resources and Parks (Department of)-Director's Office-(HR) Human Resources
Prosecuting Attorney Office (IA)-Administration-(ALL) All Sections
Transportation (Department of)-Fleet-(ALL) All Sections
Category Code Level 1: INF-Information Management: The functions related to the control, recording, processing, distribution, storage, and retrieval of information.
Category Code Level 2: 05-Records Conversion: The activity of converting the agency's public records from one form (source records) to another (converted records) through the process of imaging (digitization or microfilm preservation) or data migration (digital or magnetic).
<p>Category Code Level 3: INF-05-004</p> <p>Category Title: Source Records - Imaged (Archival)</p> <p>Category Description (Description of activity): Archival source records which have been imaged using either of the following processes: Digitized in accordance with a valid approval by Washington State Archives in accordance with WAC 434-663; or Microfilmed in accordance with "Washington State Standards for the Production and Use of Microfilm". AND provided that the converted records are retained in accordance with a current approved records retention schedule.</p> <p>Category Notes (Examples of records in this category):</p>

<p>Rule Number (DAN): GS2010-017</p> <p>Cutoff: Verification of successful conversion</p> <p>Retention Period: Arrange for immediate appraisal by the King County Archivist.</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks: Retain until verification of successful conversion then arrange for appraisal by the King County Archives.</p> <p>Archival Status: Archival</p> <p>Archival Remarks: This record can be transferred to the King County Archives after disposition approval from the agency.</p>
<p>Department, Division, Sections (DDS) with access to this category:</p> <p>Executive Services (Department of) -Records and Licensing Services-(TEST) Test</p>
<p>Category Code Level 1: INF-Information Management: The functions related to the control, recording, processing, distribution, storage, and retrieval of information.</p>
<p>Category Code Level 2: 05-Records Conversion: The activity of converting the agency's public records from one form (source records) to another (converted records) through the process of imaging (digitization or microfilm preservation) or data migration (digital or magnetic).</p>
<p>Category Code Level 3: INF-05-005</p> <p>Category Title: Source Records - Imaged (Non-Archival)</p> <p>Category Description (Description of activity): Non-Archival source records which have been imaged using either of the following processes: Digitized in accordance with WAC-434-663; or Microfilmed in accordance with "Washington State Standard for the Production and Use of Microfilm". AND provided that the converted records are retained in accordance with a current approved records retention schedule.</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): GS50-09-14R1</p> <p>Cutoff: After verification of successful conversion</p> <p>Retention Period: Immediate destruction</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks: Retain until verification of successful conversion, then</p>

<p>destroy.</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Records and Licensing Services-(TEST) Test
Category Code Level 1: INF-Information Management: The functions related to the control, recording, processing, distribution, storage, and retrieval of information.
Category Code Level 2: 06-Mail Services: The activity of managing the circulation of printed information. Includes internal and external delivery methods.
<p>Category Code Level 3: INF-06-001</p> <p>Category Title: Mail Delivery and Receipt</p> <p>Category Description (Description of activity): Records documenting the agency's incoming and outgoing physical mail (letters, packages, etc).</p> <p>Category Notes (Examples of records in this category): Includes, but is not limited to: Certified/registered/insured mail logs and return receipts; postage meter logs/reports; private ground delivery registers/recipients (UPS, Federal Express, etc.); signed pick-up and delivery receipts; United States Postal Service (USPS) forms (certificate of bulk mailing, etc.).</p> <p>Rule Number (DAN): GS50-06D-02R1</p> <p>Cutoff: year end</p> <p>Retention Period: 3 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks: Retain for 3 years or until completion of State Auditor's report, whichever is sooner.</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Records and Licensing Services-(ARMMS-MS) Mail Services
Category Code Level 1: JDC-Judicial Management - District Court: The

functions related to district court operations, specifically traffic offense and warrant and misdemeanor probation related matters.

Category Code Level 2: 01-Court Records: The activity of managing and documenting court records for the county district court.

Category Code Level 3: JDC-01-001

Category Title: Uniform citation complaint, court docket and case files

Category Description (Description of activity):

Category Notes (Examples of records in this category):

Rule Number (DAN): DM52-06A-01

Cutoff: After final disposition

Retention Period: 3 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Archival

Archival Remarks: This record can be transferred to the King County Archives after disposition approval from the agency.

Department, Division, Sections (DDS) with access to this category:

King County District Court (IA)-General Division-(ALL) All Sections

Category Code Level 1: JDC-Judicial Management - District Court: The functions related to district court operations, specifically traffic offense and warrant and misdemeanor probation related matters.

Category Code Level 2: 01-Court Records: The activity of managing and documenting court records for the county district court.

Category Code Level 3: JDC-01-002

Category Title: Criminal indexes covering judgement and sentencing.

Category Description (Description of activity): Records filed June 4, 1997 and later.

Category Notes (Examples of records in this category):

Rule Number (DAN): DM52-06A-12

Cutoff:

Retention Period: PERMANENT

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: Reference Court Rules - CrRLJ 7.2. The JIS will retain the Judgment and Sentencing records filed June 4, 1997 and later in

<p>perpetuity as required by the court rule. NEEDS PERMANENT OFF-SITE BACKUP. The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet State Archives standards. *Contact your Regional Archivist for information on cost effective methods for retaining and protecting the security of permanent records.</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
King County District Court (IA)-General Division-(ALL) All Sections
Category Code Level 1: JDC-Judicial Management - District Court: The functions related to district court operations, specifically traffic offense and warrant and misdemeanor probation related matters.
Category Code Level 2: 01-Court Records: The activity of managing and documenting court records for the county district court.
<p>Category Code Level 3: JDC-01-003</p> <p>Category Title: Civil case files - judgement unsatisfied</p> <p>Category Description (Description of activity):</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): DM52-06C-02A</p> <p>Cutoff: After date of judgement</p> <p>Retention Period: 10 years</p> <p>Cross Reference:</p> <p>Essential Record: Yes</p> <p>Rule Status: Active</p> <p>Rule Remarks: Reference RCW 40.16.020(2). Liability for satisfaction of an unsatisfied case may be extended another ten years upon application by the plaintiff within 90 days of expiration of the initial 10 year period. Reference RCW 6.17.020(3).Electronic records need security backup. Electronic records should be protected from damage or loss by off site storage of backup tapes or diskettes.</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
King County District Court (IA)-General Division-(ALL) All Sections
Prosecuting Attorney Office (IA)-Civil Division-(ALL) All Sections

Prosecuting Attorney Office (IA)-Civil Division-(CDO) Chief Deputy Office
Prosecuting Attorney Office (IA)-Civil Division-(CS) Contracts Section
Prosecuting Attorney Office (IA)-Civil Division-(CSS) County Services Section
Prosecuting Attorney Office (IA)-Civil Division-(DIR) Director's Office
Prosecuting Attorney Office (IA)-Civil Division-(ES) Employment Section
Prosecuting Attorney Office (IA)-Civil Division-(LUS) Land Use Section
Prosecuting Attorney Office (IA)-Civil Division-(NRS) Natural Resources Section
Prosecuting Attorney Office (IA)-Civil Division-(TRPS) Transportation & Real Property Section
Prosecuting Attorney Office (IA)-Civil Division-(TS) Torts Section
Category Code Level 1: JDC-Judicial Management - District Court: The functions related to district court operations, specifically traffic offense and warrant and misdemeanor probation related matters.
Category Code Level 2: 01-Court Records: The activity of managing and documenting court records for the county district court.
<p>Category Code Level 3: JDC-01-004</p> <p>Category Title: Civil case files - case dismissed or judgement satisfied</p> <p>Category Description (Description of activity):</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): DM52-06C-02B</p> <p>Cutoff: Case dismissed or judgement satisfied</p> <p>Retention Period: 3 years</p> <p>Cross Reference:</p> <p>Essential Record: Yes</p> <p>Rule Status: Active</p> <p>Rule Remarks: Reference RCW 40.16.020(2). Liability for satisfaction of an unsatisfied case may be extended another ten years upon application by the plaintiff within 90 days of expiration of the initial 10</p>

<p>year period. Reference RCW 6.17.020(3).Electronic records need security backup. Electronic records should be protected from damage or loss by off site storage of backup tapes or diskettes.</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
King County District Court (IA)-General Division-(ALL) All Sections
Category Code Level 1: JDC-Judicial Management - District Court: The functions related to district court operations, specifically traffic offense and warrant and misdemeanor probation related matters.
Category Code Level 2: 01-Court Records: The activity of managing and documenting court records for the county district court.
<p>Category Code Level 3: JDC-01-005</p> <p>Category Title: Small claims case files - judgement unsatisfied</p> <p>Category Description (Description of activity):</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): DM52-06D-02A</p> <p>Cutoff: After date of judgement</p> <p>Retention Period: 10 years</p> <p>Cross Reference:</p> <p>Essential Record: Yes</p> <p>Rule Status: Active</p> <p>Rule Remarks: Reference RCW 40.16.020(2). Liability for satisfaction of an unsatisfied case may be extended another ten years upon application by the plaintiff within 90 days of expiration of the initial 10 year period. Reference RCW 6.17.020(3). Electronic records need security backup. Electronic records should be protected from damage or loss by off site storage of backup tapes or diskettes.</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
King County District Court (IA)-General Division-(ALL) All Sections
Category Code Level 1: JDC-Judicial Management - District Court: The functions related to district court operations, specifically traffic offense and warrant and misdemeanor probation related matters.
Category Code Level 2: 01-Court Records: The activity of managing and documenting court records for the county district court.

Category Code Level 3: JDC-01-006

Category Title: Domestic violence and anti-harassment case files

Category Description (Description of activity):

Category Notes (Examples of records in this category):

Rule Number (DAN): DM52-06E-02

Cutoff: Case closed

Retention Period: PERMANENT

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: NEEDS PERMANENT OFF-SITE BACKUP. The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet State Archives standards. JIS courts may destroy the non-electronic case file 3 years after final disposition.

Archival Status: Not Archival

Archival Remarks: Contact the King County Archivist for information on cost effective methods for retaining and protecting the security of permanent records.

Department, Division, Sections (DDS) with access to this category:

King County District Court (IA)-General Division-(ALL) All Sections

Category Code Level 1: JSC-Judicial Management - Superior Court: The functions relating to the judicial administration operations of the county superior court.

Category Code Level 2: 01-Court Records: The activity of managing and documenting court records for the county superior court.

Category Code Level 3: JSC-01-001

Category Title: Daily Recordings of Juvenile Court Documents

Category Description (Description of activity):

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-28-03

Cutoff: None

Retention Period: PERMANENT, or may be sealed, expunged or destroyed at the request of subjects who have cleared diversion requirements See remarks;

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: Reference RCW 13.50.050, Subsections 16 and 17. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. Permanent security backup may be held at the State Archives in Olympia.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

King County Superior Court (IA)-General Division-(ALL) All Sections

Category Code Level 1: JSC-Judicial Management - Superior Court: The functions relating to the judicial administration operations of the county superior court.

Category Code Level 2: 01-Court Records: The activity of managing and documenting court records for the county superior court.

Category Code Level 3: JSC-01-002

Category Title: Case files

Category Description (Description of activity): This category covers the activities of officially documenting Superior Court proceedings and filings, and may include sealed documents, published depositions, and exhibits.

Category Notes (Examples of records in this category): This category includes, but is not limited to: adult and juvenile criminal, civil, domestic, probate, tax warrant, tax case, territorial, territorial district, land registration/torrens case, paternity, adoption, involuntary (mental) commitment, juvenile dependency/termination of parental rights and family court case files.

Rule Number (DAN): CL65-01-08

Cutoff: Case Closed

Retention Period: Arrange for immediate appraisal by the King County Archivist.

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: Some records may be archival or historically valuable as hard copy records. Destroy after transfer to any approved alternative storage medium in accordance with requirements of RCW 36.23.065. Before transfer it is recommended that electronic docket entry "copy

<p>case" (if any) be printed and placed in case file as the first viewable document. Reference RCW 36.23.065. Requirements for maintaining electronic case records are addressed elsewhere in this manual. Access to files or individual documents may be restricted by court order.</p> <p>Archival Status: Archival</p> <p>Archival Remarks: These records can be transferred to the County Archives 6 years after the cutoff date.</p>
Department, Division, Sections (DDS) with access to this category:
Judicial Administration (Department of)-General Division-(ALL) All Sections
Judicial Administration (Department of)-Information and Records Services-(ALL) All Sections
Judicial Administration (Department of)-Juvenile Division-(ALL) All Sections
Category Code Level 1: JSC-Judicial Management - Superior Court: The functions relating to the judicial administration operations of the county superior court.
Category Code Level 2: 01-Court Records: The activity of managing and documenting court records for the county superior court.
<p>Category Code Level 3: JSC-01-003</p> <p>Category Title: Court Reporter, Recorder Notes, Tapes, Diskettes - Civil</p> <p>Category Description (Description of activity):</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): CL65-01-12A</p> <p>Cutoff: Termination of case</p> <p>Retention Period: 6 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks: Reference RCW 36.23.070, and SPRC7 Electronic notes must be backed up, migrated and delivered to the clerk in a format that is approved by State Archives as set forth in statute or administrative code. The clerk may require paper notes if no appropriate environment for storage of electronic data is available to the clerk, Court reporting machines that have no back up mechanism are not recommended.</p>

Archival Status: Not Archival Archival Remarks:
Department, Division, Sections (DDS) with access to this category:
Judicial Administration (Department of)-Finance Division-(ALL) All Sections
Judicial Administration (Department of)-General Division-(ALL) All Sections
Judicial Administration (Department of)-Information and Records Services-(ALL) All Sections
Judicial Administration (Department of)-Juvenile Division-(ALL) All Sections
Category Code Level 1: JSC-Judicial Management - Superior Court: The functions relating to the judicial administration operations of the county superior court.
Category Code Level 2: 01-Court Records: The activity of managing and documenting court records for the county superior court.
Category Code Level 3: JSC-01-004 Category Title: Court Reporter, Recorder Notes, Tapes, Diskettes - Criminal Category Description (Description of activity): Category Notes (Examples of records in this category): Rule Number (DAN): CL65-01-12B Cutoff: Termination of case Retention Period: 15 years Cross Reference: Essential Record: No Rule Status: Active Rule Remarks: Reference RCW 36.23.070, and SPRC7 Electronic notes must be backed up, migrated and delivered to the clerk in a format that is approved by State Archives as set forth in statute or administrative code. The clerk may require paper notes if no appropriate environment for storage of electronic data is available to the clerk, Court reporting machines that have no back up mechanism are not recommended. Archival Status: Not Archival Archival Remarks:

Department, Division, Sections (DDS) with access to this category:
Judicial Administration (Department of)-Finance Division-(ALL) All Sections
Judicial Administration (Department of)-General Division-(ALL) All Sections
Judicial Administration (Department of)-Information and Records Services-(ALL) All Sections
Judicial Administration (Department of)-Juvenile Division-(ALL) All Sections
Category Code Level 1: JSC-Judicial Management - Superior Court: The functions relating to the judicial administration operations of the county superior court.
Category Code Level 2: 01-Court Records: The activity of managing and documenting court records for the county superior court.
Category Code Level 3: JSC-01-005 Category Title: Clerk's Minute Books Category Description (Description of activity): Category Notes (Examples of records in this category): Includes court calendars Rule Number (DAN): CL65-01-09 Cutoff: Year end Retention Period: PERMANENT Cross Reference: Essential Record: No Rule Status: Active Rule Remarks: Archival Status: Not Archival Archival Remarks:
Department, Division, Sections (DDS) with access to this category:
Judicial Administration (Department of)-General Division-(ALL) All Sections
Judicial Administration (Department of)-Information and Records Services-(ALL) All Sections
Judicial Administration (Department of)-Juvenile Division-(ALL) All Sections

Category Code Level 1: JSC-Judicial Management - Superior Court: The functions relating to the judicial administration operations of the county superior court.
Category Code Level 2: 01-Court Records: The activity of managing and documenting court records for the county superior court.
Category Code Level 3: JSC-01-006 Category Title: Docket Category Description (Description of activity): Category Notes (Examples of records in this category): Rule Number (DAN): CL65-01-19 Cutoff: Year end Retention Period: PERMANENT Cross Reference: Essential Record: Yes Rule Status: Active Rule Remarks: This records series should be protected from loss or damage by storage of a security backup. Archival Status: Not Archival Archival Remarks:
Department, Division, Sections (DDS) with access to this category:
Judicial Administration (Department of)-General Division-(ALL) All Sections
Judicial Administration (Department of)-Information and Records Services-(ALL) All Sections
Category Code Level 1: JSC-Judicial Management - Superior Court: The functions relating to the judicial administration operations of the county superior court.
Category Code Level 2: 02-Court Services - Juvenile
Category Code Level 3: JSC-02-001 Category Title: Juvenile Sealed Records/Court Orders Category Description (Description of activity): Category Notes (Examples of records in this category): Rule Number (DAN): LE07-01-10 Cutoff: turn 23 years old Retention Period: 0 Cross Reference: LE07-01-10R1 Essential Record: No

Rule Status: Superseded Rule Remarks: Reference RCW 13.50 Archival Status: Not Archival Archival Remarks:
Department, Division, Sections (DDS) with access to this category:
Adult and Juvenile Detention (Department of)-Juvenile Detention Division-(ALL) All Sections
Category Code Level 1: JSC-Judicial Management - Superior Court: The functions relating to the judicial administration operations of the county superior court.
Category Code Level 2: 02-Court Services - Juvenile
Category Code Level 3: JSC-02-002 Category Title: Custody Investigations Juvenile Services Category Description (Description of activity): Category Notes (Examples of records in this category): Rule Number (DAN): GS50-28-02 Cutoff: Age 18 Retention Period: 5 years Cross Reference: Essential Record: No Rule Status: Active Rule Remarks: Reference RCW 26.09.220. Archival Status: Not Archival Archival Remarks:
Department, Division, Sections (DDS) with access to this category:
King County Superior Court (IA)-General Division-(ALL) All Sections
Category Code Level 1: JSC-Judicial Management - Superior Court: The functions relating to the judicial administration operations of the county superior court.
Category Code Level 2: 02-Court Services - Juvenile
Category Code Level 3: JSC-02-003 Category Title: Social Files - Juvenile Services Category Description (Description of activity): Category Notes (Examples of records in this category): Rule Number (DAN): GS50-28-13 Cutoff: When turn 18 years old Retention Period: 5 years beyond age of 18 except that Diversion files

<p>may otherwise be destroyed according to the provisions of RCW 13.50.050 (22) (a) See remarks</p> <p>Cross Reference:</p> <p>Essential Record: Yes</p> <p>Rule Status: Active</p> <p>Rule Remarks: PRIMARY:5 years beyond age of 18 except that Diversion files may otherwise be destroyed according to the provisions of RCW 13.50.050 (22) (a) See remarks;Reference RCWs 13.34, 13.50.050.22 and 13.50.100. Regarding Juvenile Diversion Files: RCW 13.50.050(22)(a)"Records may be routinely destroyed only when the person the subject of the information or complaint has attained twenty-three years of age or older, or is eighteen years of age or older and his or her criminal history consists entirely of one diversion agreement and two years have passed since completion of the agreement." The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Adult and Juvenile Detention (Department of)-Juvenile Detention Division-(ALL) All Sections
Judicial Administration (Department of)-Juvenile Division-(ALL) All Sections
King County Superior Court (IA)-General Division-(ALL) All Sections
Prosecuting Attorney Office (IA)-Criminal Division-(JUV) Juvenile
Category Code Level 1: JSC-Judicial Management - Superior Court: The functions relating to the judicial administration operations of the county superior court.
Category Code Level 2: 02-Court Services - Juvenile
<p>Category Code Level 3: JSC-02-004</p> <p>Category Title: Guardian Ad-Litum Reports Juvenile Services</p> <p>Category Description (Description of activity):</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): GS50-28-08</p> <p>Cutoff: Year end</p>

<p>Retention Period: 26 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Pending</p> <p>Rule Remarks: Reference RCW 13.34.105, and 26.09.220. (Retention: 8 years or 3 years beyond age of 18, whichever is longer)</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
King County Superior Court (IA)-General Division-(ALL) All Sections
Category Code Level 1: JSC-Judicial Management - Superior Court: The functions relating to the judicial administration operations of the county superior court.
Category Code Level 2: 02-Court Services - Juvenile
<p>Category Code Level 3: JSC-02-005</p> <p>Category Title: Social Files - Adult Services</p> <p>Category Description (Description of activity):</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): S02-008-0111</p> <p>Cutoff: Graduation</p> <p>Retention Period: 5 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks: Media are paper and electronic database files. A new and separate file will be created if client qualifies for program again in the future using original I.D. number only.</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Judicial Administration (Department of)-Drug Diversion Court-(ALL) All Sections
Judicial Administration (Department of)-Finance Division-(ALL) All Sections
Judicial Administration (Department of)-General Division-(ALL) All Sections

Judicial Administration (Department of)-Information and Records Services-(ALL) All Sections
Judicial Administration (Department of)-Juvenile Division-(ALL) All Sections
Category Code Level 1: JSC-Judicial Management - Superior Court: The functions relating to the judicial administration operations of the county superior court.
Category Code Level 2: 02-Court Services - Juvenile
Category Code Level 3: JSC-02-006 Category Title: Social Files - Adult Services - Non-Graduates Category Description (Description of activity): Category Notes (Examples of records in this category): Rule Number (DAN): S02-008-0112 Cutoff: Termination Retention Period: 1 year Cross Reference: Essential Record: No Rule Status: Active Rule Remarks: Media are paper and electronic database files. These clients go to jail if they do not graduate; no restitution is paid, no money is involved. Archival Status: Not Archival Archival Remarks:
Department, Division, Sections (DDS) with access to this category:
Judicial Administration (Department of)-Drug Diversion Court-(ALL) All Sections
Judicial Administration (Department of)-Finance Division-(ALL) All Sections
Judicial Administration (Department of)-General Division-(ALL) All Sections
Judicial Administration (Department of)-Information and Records Services-(ALL) All Sections
Judicial Administration (Department of)-Juvenile Division-(ALL) All Sections
Category Code Level 1: LES-Legislative Management: The functions

related to the legislative process in the county and other jurisdictions.

Category Code Level 2: 01-Governing Councils, Commissions, Committees, and Boards: The activity of documenting the business of governing bodies and the administrative arrangements and support provided them.

Category Code Level 3: LES-01-001

Category Title: Meeting Files

Category Description (Description of activity): This category covers the function of open public meetings and/or official proceedings where official notice has been posted.

Category Notes (Examples of records in this category): Records include but are not limited to: verbatim minutes, agendas, audio or video recordings of official proceedings. Please see RCW 42.30 (Open Public Meetings Act) for a full description of an open public meeting.

Rule Number (DAN): GS50-05A-18

Cutoff: Year end

Retention Period: Arrange for immediate appraisal by the King County Archivist.

Cross Reference: Combo Rule LES-01-005

Essential Record: Yes

Rule Status: Active

Rule Remarks: The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

Archival Status: Archival

Archival Remarks: These records can be transferred to the County Archives 6 years after the cutoff date.

Department, Division, Sections (DDS) with access to this category:

4 Culture-General Division-(ALL) All Sections

Boundary Review Board-General-(ALL) All Sections

Executive Services (Department of) -Board of Ethics-(ALL) All Sections

King County Council (IA)-Board of Equalization/Appeals-(ALL) All Sections

King County Council (IA)-Hearing Examiner-(ALL) All Sections

King County Executive Office-Executive's Office-(ALL) All Sections
King County Executive Office-Office of Information Resource Management-(CIO) Chief Information Office
Natural Resources and Parks (Department of)-Director's Office-(ALL) All Sections
Natural Resources and Parks (Department of)-Parks-(DIR) Director's Office
Natural Resources and Parks (Department of)-Parks-(RECOPS) Recreation & Operations Support
Natural Resources and Parks (Department of)-Parks-(RES) Resource
Public Health (Department of)-Prevention Division-(EPI) Epidemiology
Transportation (Department of)-Airport-(ALL) All Sections
Transportation (Department of)-Fleet-(ALL) All Sections
Transportation (Department of)-Marine-(ALL) All Sections
Category Code Level 1: LES-Legislative Management: The functions related to the legislative process in the county and other jurisdictions.
Category Code Level 2: 01-Governing Councils, Commissions, Committees, and Boards: The activity of documenting the business of governing bodies and the administrative arrangements and support provided them.
<p>Category Code Level 3: LES-01-002</p> <p>Category Title: Hearing Examiner Decisions</p> <p>Category Description (Description of activity): Administrative appeals and applications heard by the Hearing Examiner. The evidentiary record, written testimony and other supporting documents are all considered part of the case file that is eventually returned to the agency.</p> <p>Category Notes (Examples of records in this category): Examples of record series related to case files seen by the Hearing Examiner are: Land Division and Development Final Determination Files; Comprehensive Land Use Plan and Amendments; Shoreline Management Master Plan and Amendments; Code Complaint and Violation Case Files; Right of Way Vacation Files and Open Space Tax</p>

Assessment. For information on how long these case files are kept, contact the agency who is responsible for retaining the case files.
NOTE: HEARING EXAMINER: Final decision is retained permanently and can be sent for permanent retention after 6 years in the Hearing Examiner's office. The case file is returned to the agency for permanent retention; **AGENCY:** Resultant case file is returned to the agency to be retained for the period of time that the type of case file dictates.

Rule Number (DAN): GS50-16B-01

Cutoff: Year end

Retention Period: Arrange for immediate appraisal by the King County Archivist.

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

Archival Status: Archival

Archival Remarks: These records can be transferred to the County Archives 6 years after the cutoff date.

Department, Division, Sections (DDS) with access to this category:

King County Council (IA)-Hearing Examiner-(ALL) All Sections

Category Code Level 1: LES-Legislative Management: The functions related to the legislative process in the county and other jurisdictions.

Category Code Level 2: 01-Governing Councils, Commissions, Committees, and Boards: The activity of documenting the business of governing bodies and the administrative arrangements and support provided them.

Category Code Level 3: LES-01-003

Category Title: PLACEHOLDER FOR CMA

Category Description (Description of activity):

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-05A-06B

Cutoff: Year end

Retention Period: Arrange for immediate appraisal by the King County Archivist.

Cross Reference: COMBO RULE LES-01-001

<p>Essential Record: No</p> <p>Rule Status: Superseded</p> <p>Rule Remarks: 1.24.235 Rule 24: Public record of council meeting Section 220.40 of the King County Charter</p> <p>Archival Status: Archival</p> <p>Archival Remarks: King County Code 1.24.235 Rule 24: Public record of council meeting: The electronic recordings of the meetings must be retained in the office of the clerk of the council for five years, after which the recordings must be transferred to the records, elections and licensing services division (King County Archives), which will retain the recordings.</p>
Department, Division, Sections (DDS) with access to this category:
Category Code Level 1: LES-Legislative Management: The functions related to the legislative process in the county and other jurisdictions.
Category Code Level 2: 01-Governing Councils, Commissions, Committees, and Boards: The activity of documenting the business of governing bodies and the administrative arrangements and support provided them.
<p>Category Code Level 3: LES-01-004</p> <p>Category Title: Minutes and Reports of Council and Other Subcommittees to Governing and Advisory Bodies</p> <p>Category Description (Description of activity):</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): GS50-05A-08</p> <p>Cutoff: Year end</p> <p>Retention Period: 6 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks:</p> <p>Archival Status: Archival</p> <p>Archival Remarks: This record can be transferred to the King County Archives after disposition approval from the agency.</p>
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Records and Licensing Services-(TEST) Test
King County Council (IA)-Clerk of the Council-(ALL) All Sections

King County Executive Office-Executive's Office-(ALL) All Sections
Natural Resources and Parks (Department of)-Parks-(DIR) Director's Office
Natural Resources and Parks (Department of)-Parks-(RECOPS) Recreation & Operations Support
Natural Resources and Parks (Department of)-Parks-(RES) Resource
Transportation (Department of)-Airport-(ALL) All Sections
Transportation (Department of)-Fleet-(ALL) All Sections
Transportation (Department of)-Marine-(ALL) All Sections
Category Code Level 1: LES-Legislative Management: The functions related to the legislative process in the county and other jurisdictions.
Category Code Level 2: 01-Governing Councils, Commissions, Committees, and Boards: The activity of documenting the business of governing bodies and the administrative arrangements and support provided them.
<p>Category Code Level 3: LES-01-005</p> <p>Category Title: Legislative Files</p> <p>Category Description (Description of activity): This category includes adopted long range facilities plans, indexes to minutes, ordinances and resolutions, special purpose district information - annual, miscellaneous reports and studies submitted to council, appointments of council members, commissioners, board members, department heads, or other agency officials, petitions to the council, commission, or board and records of public hearings.</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): Combo Rule LES-01-005</p> <p>Cutoff: Year end</p> <p>Retention Period: Arrange for immediate appraisal by the King County Archivist.</p> <p>Cross Reference:</p> <p>Essential Record: Yes</p> <p>Rule Status: Active</p> <p>Rule Remarks:</p> <p>Archival Status: Archival</p> <p>Archival Remarks: These records can be transferred to the County Archives 6 years after the cutoff date.</p>

Department, Division, Sections (DDS) with access to this category:
Category Code Level 1: LES-Legislative Management: The functions related to the legislative process in the county and other jurisdictions.
Category Code Level 2: 01-Governing Councils, Commissions, Committees, and Boards: The activity of documenting the business of governing bodies and the administrative arrangements and support provided them.
<p>Category Code Level 3: LES-01-006</p> <p>Category Title: Annual Reports Adopted</p> <p>Category Description (Description of activity): All annual reports adopted by the governing body.</p> <p>Category Notes (Examples of records in this category): May also include annual messages of the chief executive officer.</p> <p>Rule Number (DAN): GS50-05A-04</p> <p>Cutoff: None</p> <p>Retention Period: Arrange for immediate appraisal by the King County Archivist.</p> <p>Cross Reference: COMBO RULE LES-01-005</p> <p>Essential Record: No</p> <p>Rule Status: Superseded</p> <p>Rule Remarks:</p> <p>Archival Status: Archival</p> <p>Archival Remarks: This record will be transferred to the King County Archives after disposition approval from the agency.</p>
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Records and Licensing Services-(TEST) Test
Category Code Level 1: LES-Legislative Management: The functions related to the legislative process in the county and other jurisdictions.
Category Code Level 2: 02-Boards, Councils, and Committees: The activity of documenting the business of advisory bodies and the administrative arrangements and support provided them.
<p>Category Code Level 3: LES-02-001</p> <p>Category Title: General Advisory Councils, Commissions, Committees and Boards</p> <p>Category Description (Description of activity): This category covers the function of managing the official records for the Council,</p>

commissions, committees or boards.

Category Notes (Examples of records in this category): Records include but are not limited to: agenda packets and all related materials, audio/video digital tape recordings* of meetings, correspondence, meeting minutes, and documents produced by the advisory body such as reports, policy drafts and transmittals to governing bodies. Advisory body member's personal notes, memos and correspondence (e-mail) with the advisory body should be retained as ACO-01-001, General Office Communications, Meetings, and Working Files. * Contact Records Management if you plan to store digital recordings in FileSurf.

Rule Number (DAN): Combo Rule LES-02-001

Cutoff: Year end

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: This rule is assigned to categories LES-02-001

Archival Status: Archival

Archival Remarks: This record can be transferred to the King County Archives after disposition approval from the agency.

Department, Division, Sections (DDS) with access to this category:

Community and Human Services (Department of)-Development Disabilities -(ALL) All Sections

Community and Human Services (Department of)-Director's Office-(ALL) All Sections

Community and Human Services (Department of)-Mental Health, Chemical Abuse and Dependency Services-(ALL) All Sections

Development and Environmental Services (Department of)-General Division-(ALL) All Sections

Executive Services (Department of) -Board of Ethics-(ALL) All Sections

Executive Services (Department of) -Finance and Business Operations-(BPROS) Benefit, Payroll, and Retirement Operations Section

Executive Services (Department of) -Human Resources-(DIR) Director's Office

Executive Services (Department of) -Human Resources-(EAP) Employee Assistance Program
Executive Services (Department of) -Human Resources-(TOD) Training & Organizational Development
Executive Services (Department of) -Records and Licensing Services- (ARMMS-AR) Archives
Executive Services (Department of) -Records and Licensing Services- (DIR) Director's Office
Executive Services (Department of) -Records and Licensing Services- (TEST) Test
Executive Services (Department of)-Facilities Management-(BS) Building Services
King County Executive Office-Executive's Office-(ALL) All Sections
King County Executive Office-Office of Information Resource Management-(ALL) All Sections
King County Executive Office-Office of Information Resource Management-(CIO) Chief Information Office
King County Executive Office-Office of Labor Relations-(ALL) All Sections
Natural Resources and Parks (Department of)-Director's Office-(ALL) All Sections
Natural Resources and Parks (Department of)-Parks-(DIR) Director's Office
Natural Resources and Parks (Department of)-Parks-(RECOPS) Recreation & Operations Support
Natural Resources and Parks (Department of)-Parks-(RES) Resource
Natural Resources and Parks (Department of)-Water and Land Resources-(OPS) Operational Sections
Public Health (Department of)-Director's Office-(ALL) All Sections
Public Health (Department of)-Environmental Health Services Division-(ALL) All Sections

Public Health (Department of)-Prevention Division-(HIV) HIV/AIDS Program
Transportation (Department of)-Airport-(ALL) All Sections
Transportation (Department of)-Deputy Director's Office-(ALL) All Sections
Transportation (Department of)-Fleet-(ALL) All Sections
Transportation (Department of)-Marine-(ALL) All Sections
Transportation (Department of)-Road Services-(CIP) CIP and Planning
Category Code Level 1: LES-Legislative Management: The functions related to the legislative process in the county and other jurisdictions.
Category Code Level 2: 02-Boards, Councils, and Committees: The activity of documenting the business of advisory bodies and the administrative arrangements and support provided them.
<p>Category Code Level 3: LES-02-002</p> <p>Category Title: Ordinance Development and Transmittal Files</p> <p>Category Description (Description of activity): Documentation of the analysis and development of ordinances submitted for the approval of the agency's governing council, commission, or board.</p> <p>Category Notes (Examples of records in this category): Examples include transmittals prepared for and sent to council.</p> <p>Rule Number (DAN): GS50-01-25</p> <p>Cutoff: Year end</p> <p>Retention Period: 3 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks: Records from this series may be selected for inclusion in the county's historical records collection. Please contact the County Archivist for an appraisal.</p> <p>Archival Status: Archival</p> <p>Archival Remarks: This record can be transferred to the King County Archives after disposition approval from the agency.</p>
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Facilities Management-(FA) Finance and Administrative Services

Executive Services (Department of) -Finance and Business Operations-(DIR) Director's Office
Executive Services (Department of) -Human Resources-(DIR) Director's Office
Executive Services (Department of) -Office of Risk Management-(ALL) All Sections
Executive Services (Department of) -Records and Licensing Services-(ARMMS-AR) Archives
Executive Services (Department of) -Records and Licensing Services-(TEST) Test
Executive Services (Department of)-Director's Office-(DIR) Executive Services Director's Office
King County Executive Office-Executive's Office-(ALL) All Sections
King County Executive Office-Office of Labor Relations-(ALL) All Sections
Natural Resources and Parks (Department of)-Director's Office-(ALL) All Sections
Natural Resources and Parks (Department of)-Parks-(DIR) Director's Office
Natural Resources and Parks (Department of)-Parks-(RECOPS) Recreation &Operations Support
Prosecuting Attorney Office (IA)-Administration-(ALL) All Sections
Transportation (Department of)-Airport-(ALL) All Sections
Transportation (Department of)-Fleet-(ALL) All Sections
Transportation (Department of)-Marine-(ALL) All Sections
Category Code Level 1: LES-Legislative Management: The functions related to the legislative process in the county and other jurisdictions.
Category Code Level 2: 03-Lobbyist and External Regulation: The activity of documenting the county's role in reviewing, monitoring, and influencing external legislation.
Category Code Level 3: LES-03-002 Category Title: Election and Lobbyist Disclosure Complaint and

Investigation Files

Category Description (Description of activity): Records document financial contributions, in kind contributions and activities related to political campaigns, lobbyists and King County Elections Division as required by King County Code. Includes but not limited to documentation of monitoring, investigations, hearings, judgments and penalties.

Category Notes (Examples of records in this category):

Rule Number (DAN): 06-06-0293R

Cutoff: Case Closed

Retention Period: 6 Years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: As of 10/2/2008 the following King County Offices hold records from this series: * Lobbyist Disclosure, KCC 1.07 - Ombudsman's Office * Limits on Campaign Contributions, KCC 1.05 - Department of Executive Services, Records, Archives and Licensing Services Division * Political Contributions to King County Elections by Charitable Organizations, KCC 1.06 - Department of Executive Services, Elections Division

Archival Status: Archival

Archival Remarks: This record can be transferred to the King County Archives after disposition approval from the agency.

Department, Division, Sections (DDS) with access to this category:

Elections (Department of)-Operations-(ALL) All Sections

Executive Services (Department of)-Director's Office-(DIR) Executive Services Director's Office

King County Council (IA)-Ombudsman-(OCC) Office of Citizen's Complaints

Prosecuting Attorney Office (IA)-Administration-(ALL) All Sections

Category Code Level 1: LES-Legislative Management: The functions related to the legislative process in the county and other jurisdictions.

Category Code Level 2: 03-Lobbyist and External Regulation: The activity of documenting the county's role in reviewing, monitoring, and influencing external legislation.

Category Code Level 3: LES-03-003

Category Title: External Legislation

Category Description (Description of activity): This category covers functions in King County to monitor and comment on external legislative issues that affect King County. Also includes legislation promoted by King County to external legislative bodies either directly or through lobbyists.

Category Notes (Examples of records in this category): Examples of records for this category: Analysis, comments from affected agencies, final approved position documents.

Rule Number (DAN): GS50-01-25

Cutoff: Year end

Retention Period: 3 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Records from this series may be selected for inclusion in the county's historical records collection. Please contact the County Archivist for an appraisal.

Archival Status: Archival

Archival Remarks: This record can be transferred to the King County Archives after disposition approval from the agency.

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Records and Licensing Services-(TEST) Test

Executive Services (Department of)-Director's Office-(DIR) Executive Services Director's Office

King County Executive Office-Executive's Office-(ALL) All Sections

Natural Resources and Parks (Department of)-Director's Office-(ALL) All Sections

Natural Resources and Parks (Department of)-Parks-(DIR) Director's Office

Prosecuting Attorney Office (IA)-Administration-(ALL) All Sections

Public Health (Department of)-Director's Office-(ALL) All Sections

Transportation (Department of)-Airport-(ALL) All Sections

Transportation (Department of)-Fleet-(ALL) All Sections

Transportation (Department of)-Marine-(ALL) All Sections
Category Code Level 1: LGL-Legal Management: The functions related to litigation and legal opinions.
Category Code Level 2: 01-Civil Litigation: The activity of managing the county's legal affairs regarding civil litigation.
<p>Category Code Level 3: LGL-01-001</p> <p>Category Title: Litigation Case Files</p> <p>Category Description (Description of activity): Documentation of a civil suit by the agency against another party or defense of the agency and/or agency employee against suit by another party.</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): GS53-02-04R</p> <p>Cutoff: Case Closed</p> <p>Retention Period: 10 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks: Note: Primary copies of official court documentation are held permanently by the Clerk of the Superior Court, or ten years by the District or Municipal Court Administrator.</p> <p>Archival Status: Archival</p> <p>Archival Remarks: This record can be transferred to the King County Archives after disposition approval from the agency.</p>
Department, Division, Sections (DDS) with access to this category:
Adult and Juvenile Detention (Department of)-Adult Detention Division-(ALL) All Sections
Community and Human Services (Department of)-Mental Health, Chemical Abuse and Dependency Services-(ALL) All Sections
Elections (Department of)-Director's Office-(DIR) Director's Office
Executive Services (Department of) -Finance and Business Operations-(BPROS) Benefit, Payroll, and Retirement Operations Section
Executive Services (Department of) -Office of Risk Management-(ALL) All Sections
Executive Services (Department of)-Director's Office-(DIR) Executive Services Director's Office

King County Executive Office-Office of Management and Budget-(ALL) All Sections
King County Sheriff's Office (IA)-Criminal Investigation Unit-(ALL) All Sections
King County Sheriff's Office (IA)-Technical Services Division-(ADMIN) Administration
King County Sheriff's Office (IA)-Technical Services Division-(BA) Budget & Accounting Section
Natural Resources and Parks (Department of)-Director's Office-(ALL) All Sections
Natural Resources and Parks (Department of)-Parks-(DIR) Director's Office
Natural Resources and Parks (Department of)-Water and Land Resources-(OPS) Operational Sections
Prosecuting Attorney Office (IA)-Administration-(ALL) All Sections
Prosecuting Attorney Office (IA)-Civil Division-(ALL) All Sections
Prosecuting Attorney Office (IA)-Civil Division-(CDO) Chief Deputy Office
Prosecuting Attorney Office (IA)-Civil Division-(CS) Contracts Section
Prosecuting Attorney Office (IA)-Civil Division-(CSS) County Services Section
Prosecuting Attorney Office (IA)-Civil Division-(DIR) Director's Office
Prosecuting Attorney Office (IA)-Civil Division-(ES) Employment Section
Prosecuting Attorney Office (IA)-Civil Division-(LUS) Land Use Section
Prosecuting Attorney Office (IA)-Civil Division-(NRS) Natural Resources Section
Prosecuting Attorney Office (IA)-Civil Division-(TRPS) Transportation & Real Property Section

Prosecuting Attorney Office (IA)-Civil Division-(TS) Torts Section
Prosecuting Attorney Office (IA)-Criminal Division-(ADMIN) Administration
Public Health (Department of)-Community Health Services Division-(ADMIN) Administration
Public Health (Department of)-Correctional Health & Rehab Services-(ALL) All Sections
Public Health (Department of)-Director's Office-(ALL) All Sections
Public Health (Department of)-Finance and Administrative Services Division-(ADMIN) Administration
Public Health (Department of)-Prevention Division-(EPI) Epidemiology
Transportation (Department of)-Airport-(ALL) All Sections
Transportation (Department of)-Fleet-(ALL) All Sections
Transportation (Department of)-Road Services-(ADMIN) Administration
Transportation (Department of)-Road Services-(CIP) CIP and Planning
Transportation (Department of)-Road Services-(ENGR) Engineering
Category Code Level 1: LGL-Legal Management: The functions related to litigation and legal opinions.
Category Code Level 2: 01-Civil Litigation: The activity of managing the county's legal affairs regarding civil litigation.
<p>Category Code Level 3: LGL-01-002</p> <p>Category Title: Incident and Accident Claims Founded</p> <p>Category Description (Description of activity): Includes claims for damages either filed against the county by other parties, or by the county against other parties. This category is for both adults and minors when a claim is settled and closed. This category includes claims by both persons employed by the county and the public.</p> <p>Category Notes (Examples of records in this category): This category includes vehicle accidents but does not include worker's compensation claims, which are handled by Safety and Claims.</p> <p>Rule Number (DAN): Combo Rule LGL-01-002</p> <p>Cutoff: Claim closed</p>

<p>Retention Period: 6 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks: Several state disposition authority numbers (DAN's) have been combined to create a broader category for ease of filing into the Electronic Records Management System.</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Finance and Business Operations-(BPROS) Benefit, Payroll, and Retirement Operations Section
Executive Services (Department of) -Office of Risk Management-(ALL) All Sections
Executive Services (Department of) -Records and Licensing Services-(DIR) Director's Office
Executive Services (Department of)-Facilities Management-(BS) Building Services
Natural Resources and Parks (Department of)-Director's Office-(ALL) All Sections
Natural Resources and Parks (Department of)-Parks-(DIR) Director's Office
Natural Resources and Parks (Department of)-Parks-(RECOPS) Recreation &Operations Support
Prosecuting Attorney Office (IA)-Civil Division-(ALL) All Sections
Prosecuting Attorney Office (IA)-Civil Division-(CDO) Chief Deputy Office
Prosecuting Attorney Office (IA)-Civil Division-(CS) Contracts Section
Prosecuting Attorney Office (IA)-Civil Division-(CSS) County Services Section
Prosecuting Attorney Office (IA)-Civil Division-(DIR) Director's Office

Prosecuting Attorney Office (IA)-Civil Division-(ES) Employment Section
Prosecuting Attorney Office (IA)-Civil Division-(LUS) Land Use Section
Prosecuting Attorney Office (IA)-Civil Division-(NRS) Natural Resources Section
Prosecuting Attorney Office (IA)-Civil Division-(TRPS) Transportation & Real Property Section
Prosecuting Attorney Office (IA)-Civil Division-(TS) Torts Section
Public Health (Department of)-Director's Office-(ALL) All Sections
Transportation (Department of)-Airport-(ALL) All Sections
Transportation (Department of)-Fleet-(ALL) All Sections
Transportation (Department of)-Marine-(ALL) All Sections
Transportation (Department of)-Transit-(CON) Design and Construction
Transportation (Department of)-Transit-(SAFE) Safety
Transportation (Department of)-Transit-(VM) Vehicle Maintenance
Category Code Level 1: LGL-Legal Management: The functions related to litigation and legal opinions.
Category Code Level 2: 01-Civil Litigation: The activity of managing the county's legal affairs regarding civil litigation.
<p>Category Code Level 3: LGL-01-003</p> <p>Category Title: Incident/Accidents - No Claim Filed (Under Age 18)</p> <p>Category Description (Description of activity): Includes claims filed against the county by other parties, or by the county against other parties. This category is for minors when a case is filed but does not result in a settled claim.</p> <p>Category Notes (Examples of records in this category): This category includes vehicle accidents and reports filled out for volunteer fire fighters and reserve officers but does not include worker's compensation claims, which are handled by Safety and Claims.</p> <p>Rule Number (DAN): GS50-06C-03R1</p> <p>Cutoff: Date of Incident</p> <p>Retention Period: 21 years and 65 days</p>

<p>Cross Reference: Essential Record: No Rule Status: Active Rule Remarks: RCW 4.96.020 prescribes 65 additional days to the 21 year retention period. Archival Status: Not Archival Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Office of Risk Management-(ALL) All Sections
Executive Services (Department of) -Records and Licensing Services-(DIR) Director's Office
Executive Services (Department of)-Facilities Management-(BS) Building Services
Natural Resources and Parks (Department of)-Director's Office-(ALL) All Sections
Natural Resources and Parks (Department of)-Parks-(DIR) Director's Office
Natural Resources and Parks (Department of)-Parks-(RECOPS) Recreation &Operations Support
Public Health (Department of)-Director's Office-(ALL) All Sections
Transportation (Department of)-Airport-(ALL) All Sections
Transportation (Department of)-Fleet-(ALL) All Sections
Transportation (Department of)-Marine-(ALL) All Sections
Category Code Level 1: LGL-Legal Management: The functions related to litigation and legal opinions.
Category Code Level 2: 01-Civil Litigation: The activity of managing the county's legal affairs regarding civil litigation.
<p>Category Code Level 3: LGL-01-004 Category Title: Civil Client Representation Files Category Description (Description of activity): Real estate documents, contract, memoranda, correspondence, client advice, public disclosure, and transactional documents. Category Notes (Examples of records in this category): This category</p>

also includes reference and working files compiled on various agencies, issues, and subjects by the Prosecutor and/or deputies in the process of acting as legal counsel for county government agencies, elected officials, commissions, and related bodies.

Rule Number (DAN): GS52-07-03

Cutoff: Termination of contract with client plus 10 years. See archival remarks.

Retention Period: 10 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Archival

Archival Remarks: This record can be transferred to the King County Archives after disposition approval from the agency.

Department, Division, Sections (DDS) with access to this category:

Prosecuting Attorney Office (IA)-Civil Division-(ALL) All Sections

Prosecuting Attorney Office (IA)-Civil Division-(CDO) Chief Deputy Office

Prosecuting Attorney Office (IA)-Civil Division-(CS) Contracts Section

Prosecuting Attorney Office (IA)-Civil Division-(CSS) County Services Section

Prosecuting Attorney Office (IA)-Civil Division-(DIR) Director's Office

Prosecuting Attorney Office (IA)-Civil Division-(ES) Employment Section

Prosecuting Attorney Office (IA)-Civil Division-(LUS) Land Use Section

Prosecuting Attorney Office (IA)-Civil Division-(NRS) Natural Resources Section

Prosecuting Attorney Office (IA)-Civil Division-(TRPS) Transportation & Real Property Section

Prosecuting Attorney Office (IA)-Civil Division-(TS) Torts Section

Category Code Level 1: LGL-Legal Management: The functions related to litigation and legal opinions.
Category Code Level 2: 01-Civil Litigation: The activity of managing the county's legal affairs regarding civil litigation.
<p>Category Code Level 3: LGL-01-005</p> <p>Category Title: Incidents/Accidents - No Claim Filed (Age 18 and over)</p> <p>Category Description (Description of activity): Includes claims filed against the county by other parties, or by the county against other parties. This category is for adults, age 18 and over, when a case is filed, but does not result in a settled claim.</p> <p>Category Notes (Examples of records in this category): This category includes vehicle accidents and reports filled out for volunteer fire fighters and reserve officers but does not include worker's compensation claims, which are handled by Safety and Claims.</p> <p>Rule Number (DAN): GS2010-081</p> <p>Cutoff: Date of Incident</p> <p>Retention Period: 3 years and 65 days</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks: RCW 4.96.020 prescribes 65 additional days to the 3 year retention period.</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Office of Risk Management-(ALL) All Sections
Executive Services (Department of) -Records and Licensing Services-(DIR) Director's Office
Category Code Level 1: LGL-Legal Management: The functions related to litigation and legal opinions.
Category Code Level 2: 02-Juvenile Criminal Case Files: The activity of managing the county's legal affairs regarding juvenile criminal cases.
<p>Category Code Level 3: LGL-02-001</p> <p>Category Title: Juvenile Criminal Case Files, Class 'A' Felonies, Sexual Offenses and Special (Major) Cases</p>

Category Description (Description of activity):

Category Notes (Examples of records in this category):

Rule Number (DAN): GS52-07-05A1

Cutoff: End of Birth Year

Retention Period: 58 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Note: Sex offender and other 'special cases' may be designated by the prosecutor for longer retention. Please reference RCW 40.14.070.2 The King County Prosecuting Attorney has determined that for sexual offenses retention is age 18 + 40 years. Since there isn't a separate state Disposition Authority Number to separate sexual and special cases from CLASS 'A' FELONIES / MAJOR CASES-CONVICTIONS, a number 1 has been added to the end of the state DAN pending state retention schedule updates. Cutoff date has been changed from after sentencing to age 18.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Prosecuting Attorney Office (IA)-Criminal Division-(JUV) Juvenile

Category Code Level 1: LGL-Legal Management: The functions related to litigation and legal opinions.

Category Code Level 2: 02-Juvenile Criminal Case Files: The activity of managing the county's legal affairs regarding juvenile criminal cases.

Category Code Level 3: LGL-02-002

Category Title: Juvenile Criminal Case Files, Class 'A' Felonies / Major Cases - Convictions

Category Description (Description of activity):

Category Notes (Examples of records in this category):

Rule Number (DAN): GS52-07-05A2

Cutoff: End of Birth Year

Retention Period: 38 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: The King County Prosecuting Attorney identifies their juvenile program as a child care agency under RCW 13.50.010.

<p>Therefore the retention period has been adjusted to age 18 + 20 years. Cutoff date has been changed from after sentencing to age 18.</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Prosecuting Attorney Office (IA)-Criminal Division-(JUV) Juvenile
Category Code Level 1: LGL-Legal Management: The functions related to litigation and legal opinions.
Category Code Level 2: 02-Juvenile Criminal Case Files: The activity of managing the county's legal affairs regarding juvenile criminal cases.
<p>Category Code Level 3: LGL-02-003</p> <p>Category Title: Juvenile Criminal Case Files, Class 'C' Felonies; Cases Dismissed and Acquittals; Misdemeanors and Gross Misdemeanors</p> <p>Category Description (Description of activity): Includes classes D, E, F.</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): Combo Rule LGL-02-003</p> <p>Cutoff: End of Birth Year</p> <p>Retention Period: 23 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks: The King County Prosecuting Attorney identifies their juvenile program as a child care agency under RCW 13.50.010. Therefore the retention period has been adjusted to age 18 + 5 years. Cutoff date has been changed from after sentencing to age 18.</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Prosecuting Attorney Office (IA)-Criminal Division-(JUV) Juvenile
Category Code Level 1: LGL-Legal Management: The functions related to litigation and legal opinions.
Category Code Level 2: 02-Juvenile Criminal Case Files: The activity of managing the county's legal affairs regarding juvenile criminal cases.
<p>Category Code Level 3: LGL-02-004</p> <p>Category Title: Juvenile Criminal Case Files, Class 'B' Felony Convictions</p>

<p>Category Description (Description of activity): For offences that are not sexual or violent in nature.</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): GS52-07-05B</p> <p>Cutoff: End of Birth Year</p> <p>Retention Period: 28 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks: The King County Prosecuting Attorney identifies their juvenile program as a child care agency under RCW 13.50.010. Therefore the retention period has been adjusted to age 18 + 10 years. Cutoff date has been changed from "after sentencing" to age 18.</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Prosecuting Attorney Office (IA)-Criminal Division-(JUV) Juvenile
Category Code Level 1: LGL-Legal Management: The functions related to litigation and legal opinions.
Category Code Level 2: 03-Legal Opinions, Issues, and Advice: The activity of documenting the county's legal opinions, issues, and advice.
<p>Category Code Level 3: LGL-03-001</p> <p>Category Title: Legal Issues and Advice Files</p> <p>Category Description (Description of activity): Documentation regarding legal advice from agency attorneys, summaries of judgments against the agency, etc. These documents are primarily kept as reference files.</p> <p>Category Notes (Examples of records in this category): This category allows retention cutoff dates to be populated on either the matter or folder. If the matter cutoff date is populated, all folders under the matter will begin the retention period count down. Folder cutoff date will initiate the retention period for the folder only.</p> <p>Rule Number (DAN): GS53-02-05</p> <p>Cutoff: When obsolete or superseded</p> <p>Retention Period: Arrange for immediate appraisal by the King County Archivist.</p> <p>Cross Reference:</p> <p>Essential Record: No</p>

<p>Rule Status: Active</p> <p>Rule Remarks:</p> <p>Archival Status: Archival</p> <p>Archival Remarks: This record can be transferred to the King County Archives after disposition approval from the agency.</p>
Department, Division, Sections (DDS) with access to this category:
Adult and Juvenile Detention (Department of)-Adult Detention Division-(ALL) All Sections
Executive Services (Department of) -Records and Licensing Services-(TEST) Test
King County Executive Office-Executive's Office-(ALL) All Sections
King County Executive Office-Office of Information Resource Management-(CIO) Chief Information Office
King County Executive Office-Office of Information Resource Management-(SAP) Security and Privacy
King County Executive Office-Office of Labor Relations-(ALL) All Sections
Natural Resources and Parks (Department of)-Director's Office-(ALL) All Sections
Natural Resources and Parks (Department of)-Parks-(DIR) Director's Office
Transportation (Department of)-Airport-(ALL) All Sections
Transportation (Department of)-Fleet-(ALL) All Sections
Category Code Level 1: LGL-Legal Management: The functions related to litigation and legal opinions.
Category Code Level 2: 03-Legal Opinions, Issues, and Advice: The activity of documenting the county's legal opinions, issues, and advice.
<p>Category Code Level 3: LGL-03-002</p> <p>Category Title: Legal Opinions</p> <p>Category Description (Description of activity): Official interpretations made by agency attorney regarding questions of legal rights or liabilities affecting the agency or any of its departments and offices.</p> <p>Category Notes (Examples of records in this category):</p>

<p>Rule Number (DAN): GS53-02-03</p> <p>Cutoff: Year end</p> <p>Retention Period: Arrange for immediate appraisal by the King County Archivist.</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks: Contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.</p> <p>Archival Status: Archival</p> <p>Archival Remarks: These records can be transferred to the County Archives 6 years after the cutoff date</p>
Department, Division, Sections (DDS) with access to this category:
Prosecuting Attorney Office (IA)-Civil Division-(ALL) All Sections
Prosecuting Attorney Office (IA)-Civil Division-(CDO) Chief Deputy Office
Prosecuting Attorney Office (IA)-Civil Division-(CS) Contracts Section
Prosecuting Attorney Office (IA)-Civil Division-(CSS) County Services Section
Prosecuting Attorney Office (IA)-Civil Division-(DIR) Director's Office
Prosecuting Attorney Office (IA)-Civil Division-(ES) Employment Section
Prosecuting Attorney Office (IA)-Civil Division-(LUS) Land Use Section
Prosecuting Attorney Office (IA)-Civil Division-(NRS) Natural Resources Section
Prosecuting Attorney Office (IA)-Civil Division-(TRPS) Transportation & Real Property Section
Prosecuting Attorney Office (IA)-Civil Division-(TS) Torts Section
Category Code Level 1: LGL-Legal Management: The functions related to litigation and legal opinions.

Category Code Level 2: 04-Legal Social Services
Category Code Level 3: LGL-04-001 Category Title: Family Law Files - A Paternity Case Files Category Description (Description of activity): Paternity Case Files Category Notes (Examples of records in this category): Rule Number (DAN): GS52-07-09A Cutoff: Birth year Retention Period: 19 Cross Reference: Essential Record: No Rule Status: Active Rule Remarks: Superior Court Clerk - PERMANENT Archival Status: Not Archival Archival Remarks:
Department, Division, Sections (DDS) with access to this category:
Prosecuting Attorney Office (IA)-Family Support Division-(ALL) All Sections
Category Code Level 1: LGL-Legal Management: The functions related to litigation and legal opinions.
Category Code Level 2: 05-Adult Criminal Case Files
Category Code Level 3: LGL-05-001 Category Title: Criminal Case Files - Adults - Prosecuting Attorney A. Class 'A' Felonies/Major Case Convictions - Adult murder, manslaughter, vehicular homicide, kidnapping, assault 1, and sex offender cases. Category Description (Description of activity): Contains working copies of items in official court of record and police files, plus notes, correspondence, and other documents related to prosecution of felonies and misdemeanor cases. A. CLASS 'A' FELONIES / MAJOR CASES-CONVICTIONS - Adult murder, manslaughter, vehicular homicide, kidnapping, assault 1, and sex offender cases. Category Notes (Examples of records in this category): Rule Number (DAN): GS52-07-04A Cutoff: After sentencing Retention Period: 20 years* Cross Reference: Essential Record: No Rule Status: Active

<p>Rule Remarks: *NOTE: Sex offender and other 'special cases' may be designated by the prosecutor for longer retention. Please reference RCW 40.14.070.2. Official court of record PERMANENT. (Police reports held by law enforcement agency)</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Prosecuting Attorney Office (IA)-Criminal Division-(ADMIN) Administration
Prosecuting Attorney Office (IA)-Criminal Division-(SVP) Sexually Violent Predator
Category Code Level 1: LGL-Legal Management: The functions related to litigation and legal opinions.
Category Code Level 2: 05-Adult Criminal Case Files
<p>Category Code Level 3: LGL-05-002</p> <p>Category Title: Fraud Investigations</p> <p>Category Description (Description of activity):</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): S00-027-02</p> <p>Cutoff: After closure</p> <p>Retention Period: 10 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks: There is no state retention schedule equivalent for this record series.</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Prosecuting Attorney Office (IA)-Criminal Division-(Fraud) Fraud
Category Code Level 1: LGL-Legal Management: The functions related to litigation and legal opinions.
Category Code Level 2: 05-Adult Criminal Case Files
<p>Category Code Level 3: LGL-05-003</p> <p>Category Title: Fraud Felony Case Files - Superior Court</p> <p>Category Description (Description of activity):</p>

<p>Category Notes (Examples of records in this category): Rule Number (DAN): S00-027-05 Cutoff: After sentencing Retention Period: 20 years Cross Reference: Essential Record: No Rule Status: Active Rule Remarks: There is no state retention schedule equivalent for this record series. Archival Status: Archival Archival Remarks: This record can be transferred to the King County Archives after disposition approval from the agency.</p>
Department, Division, Sections (DDS) with access to this category:
Prosecuting Attorney Office (IA)-Criminal Division-(ADMIN) Administration
Prosecuting Attorney Office (IA)-Criminal Division-(Fraud) Fraud
Prosecuting Attorney Office (IA)-Criminal Division-(SVP) Sexually Violent Predator
Category Code Level 1: LGL-Legal Management: The functions related to litigation and legal opinions.
Category Code Level 2: 05-Adult Criminal Case Files
<p>Category Code Level 3: LGL-05-004 Category Title: Fraud Criminal case files. Unregistered contractors/Meat Cases. District Court. Category Description (Description of activity): Category Notes (Examples of records in this category): Rule Number (DAN): S00-027-06 Cutoff: After filing Retention Period: 7 years Cross Reference: Essential Record: No Rule Status: Active Rule Remarks: There is no state retention schedule equivalent for this record series. Archival Status: Not Archival Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:

Prosecuting Attorney Office (IA)-Criminal Division-(ADMIN) Administration
Prosecuting Attorney Office (IA)-Criminal Division-(Fraud) Fraud
Category Code Level 1: LIC-Licensing Management: The functions related to the issuing of licenses.
Category Code Level 2: 01-Vehicle Licensing: The activity around issuing licenses related to vehicles, including taxi and for-hire licenses.
Category Code Level 3: LIC-01-001 Category Title: Taxicab and For-Hire Vehicle License Files Category Description (Description of activity): Category Notes (Examples of records in this category): Rule Number (DAN): GS50-12D-25 Cutoff: Expiration of permit Retention Period: 6 years Cross Reference: Essential Record: No Rule Status: Active Rule Remarks: Potential Archival Value Archival Status: Archival Archival Remarks: This record can be transferred to the King County Archives after disposition approval from the agency.
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Records and Licensing Services-(RL) Recording and Licensing
Category Code Level 1: LIC-Licensing Management: The functions related to the issuing of licenses.
Category Code Level 2: 01-Vehicle Licensing: The activity around issuing licenses related to vehicles, including taxi and for-hire licenses.
Category Code Level 3: LIC-01-002 Category Title: Recapitulation of Remittances (Workstation/Office) Category Description (Description of activity): Category Notes (Examples of records in this category): Rule Number (DAN): AU52-03D-20R1 Cutoff: Submittance of records to the Department of Licensing Retention Period: 18 months Cross Reference: Essential Record: No

Rule Status: Draft Rule Remarks: Archival Status: Not Archival Archival Remarks:
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Records and Licensing Services-(RL) Recording and Licensing
Category Code Level 1: LUD-Land Use/Development Management: The functions related to County coordination of land use, community development, historic preservation, and governmental boundaries.
Category Code Level 2: 01-Permits: The activity of granting land use and building permits.
Category Code Level 3: LUD-01-001 Category Title: Conditional/Special Use Permits Category Description (Description of activity): Conditional and special use permits granting permission to use King County property. Category Notes (Examples of records in this category): Rule Number (DAN): GS50-16B-04 Cutoff: Issuance of permit Retention Period: Permanent Cross Reference: Essential Record: Yes Rule Status: Active Rule Remarks: The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. Archival Status: Not Archival Archival Remarks:
Department, Division, Sections (DDS) with access to this category:
Development and Environmental Services (Department of)-General Division-(ALL) All Sections
Executive Services (Department of) -Facilities Management-(RES) Real Estate Services
Category Code Level 1: LUD-Land Use/Development Management: The functions related to County coordination of land use, community development, historic preservation, and governmental boundaries.

Category Code Level 2: 01-Permits: The activity of granting land use and building permits.

Category Code Level 3: LUD-01-002

Category Title: Right-of-Way Use Permits/Utility Permits

Category Description (Description of activity): Right-of-way use permits or utility permits allowing utility construction work by franchised utilities, telephone companies, and Metro Transit on King County road rights-of-way.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-11-22

Cutoff: Termination of use

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Archival

Archival Remarks: August 31, 2010 Deborah Kennedy changed the archival status of this record series to archival./PH

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Facilities Management-(RES)
Real Estate Services

Natural Resources and Parks (Department of)-Wastewater Treatment-(ALL) All Sections

Transportation (Department of)-Transit-(OPS) Transit Operations

Category Code Level 1: LUD-Land Use/Development Management: The functions related to County coordination of land use, community development, historic preservation, and governmental boundaries.

Category Code Level 2: 01-Permits: The activity of granting land use and building permits.

Category Code Level 3: LUD-01-003

Category Title: Building, Land Use and Land Division Permits

Category Description (Description of activity): This category represents records created, received and used in the process of approving building, land use and land division permits. Includes: Building Construction and Modification Permit Including Grading, Commercial, Residential, Land Use, Land Division and Development,

<p>Final Determination Files Including Plat, Short Plat, Urban Planned Developments, Binding Site Plans, Conditional Use Permits, Shoreline Substantial Development Permits</p> <p>Category Notes (Examples of records in this category): Records may include but not limited to: Affidavit of Application, Occupancy Permit, Final Plan Set, Structural Calculations, Energy and Mechanical Calculations TIR, TIA Reports, Final Determinations, Final Approved Site Plans, Clearing Plans, Wetland Reports, Geotechnical Reports, Affidavit of Application, City Approval for Construction, Final Construction Approvals, Shoreline Exception, Final Determinations / Decisions.</p> <p>Rule Number (DAN): Combo Rule LUD-01-003</p> <p>Cutoff: Year end</p> <p>Retention Period: Arrange for immediate appraisal by the King County Archivist.</p> <p>Cross Reference:</p> <p>Essential Record: Yes</p> <p>Rule Status: Active</p> <p>Rule Remarks:</p> <p>Archival Status: Archival</p> <p>Archival Remarks: These records can be transferred to the County Archives 6 years after the cutoff date.</p>
<p>Department, Division, Sections (DDS) with access to this category:</p> <p>Development and Environmental Services (Department of)-General Division-(ALL) All Sections</p> <p>Transportation (Department of)-Transit-(CON) Design and Construction</p>
<p>Category Code Level 1: LUD-Land Use/Development Management: The functions related to County coordination of land use, community development, historic preservation, and governmental boundaries.</p>
<p>Category Code Level 2: 02-Code Compliance: The activity of enforcing compliance with land use and building permits issued by King County</p>
<p>Category Code Level 3: LUD-02-001</p> <p>Category Title: Code Complaints and Violations</p> <p>Category Description (Description of activity): Building, development and land use complaints, abatement notices, other notices, and other information created or compiled during the course of investigation and resolution of each alleged violation</p>

<p>Category Notes (Examples of records in this category): Includes but not limited to: Complaint, Notice of Violation, Correspondence, Inspections, Field Notes, Photos, Reports and Engineering/Structural Calculations, Submittals, Correction Notices, Notice to Proceed.</p> <p>Rule Number (DAN): GS50-11-04</p> <p>Cutoff: Final action or violation</p> <p>Retention Period: 6 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks:</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
<p>Department, Division, Sections (DDS) with access to this category:</p> <p>Development and Environmental Services (Department of)-General Division-(ALL) All Sections</p>
<p>Category Code Level 1: LUD-Land Use/Development Management: The functions related to County coordination of land use, community development, historic preservation, and governmental boundaries.</p>
<p>Category Code Level 2: 02-Code Compliance: The activity of enforcing compliance with land use and building permits issued by King County</p>
<p>Category Code Level 3: LUD-02-003</p> <p>Category Title: Drainage and Water Quality Complaint and Investigation Files</p> <p>Category Description (Description of activity):</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): GS50-27-04</p> <p>Cutoff: Resolution of complaint</p> <p>Retention Period: 6 Years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks:</p> <p>Archival Status: Archival</p> <p>Archival Remarks: This record can be transferred to the King County Archives after disposition approval from the agency.</p>
<p>Department, Division, Sections (DDS) with access to this category:</p>

Natural Resources and Parks (Department of)-Water and Land Resources-(OPS) Operational Sections
Category Code Level 1: LUD-Land Use/Development Management: The functions related to County coordination of land use, community development, historic preservation, and governmental boundaries.
Category Code Level 2: 03-Land Use Actions: The activity of managing land use, zoning and shoreline actions such as Comprehensive Land Use Plan, Shoreline Management Master Plan , State Environmental Policy Act, county zoning, and use exceptions and waivers.
<p>Category Code Level 3: LUD-03-001</p> <p>Category Title: Comprehensive Land Use Plan and Amendments</p> <p>Category Description (Description of activity): This category represents records created, received and used in the process of managing the Comprehensive Plan for the county.</p> <p>Category Notes (Examples of records in this category): Records may include but not limited to: Amendments and Growth Management Act appeal determinations that amend the Comprehensive Plan. All land use and zoning regulations for Growth Management Act and non-Growth Management Act planning entities. Variance decisions made by the county. Maps, drawings, photographs that provide the official representation of the Comprehensive Plan, including urban growth boundaries, critical area delineations, zoning boundaries, shoreline management boundaries, and other area-wide boundary delineations.</p> <p>Rule Number (DAN): Combo Rule LUD-03-001</p> <p>Cutoff: Year end</p> <p>Retention Period: Arrange for immediate appraisal by the King County Archivist.</p> <p>Cross Reference:</p> <p>Essential Record: Yes</p> <p>Rule Status: Active</p> <p>Rule Remarks:</p> <p>Archival Status: Archival</p> <p>Archival Remarks: These records can be transferred to the County Archives 6 years after the cutoff date. These records should be transferred to the county Archives after imaged and verified.</p>
Department, Division, Sections (DDS) with access to this category:
Development and Environmental Services (Department of)-General Division-(ALL) All Sections

<p>Category Code Level 1: LUD-Land Use/Development Management: The functions related to County coordination of land use, community development, historic preservation, and governmental boundaries.</p>
<p>Category Code Level 2: 03-Land Use Actions: The activity of managing land use, zoning and shoreline actions such as Comprehensive Land Use Plan, Shoreline Management Master Plan , State Environmental Policy Act, county zoning, and use exceptions and waivers.</p>
<p>Category Code Level 3: LUD-03-002</p> <p>Category Title: Shoreline Management Master Plan and Amendments</p> <p>Category Description (Description of activity): This category represents records created, received and used in the process of managing the Shoreline Management Master Plan for the county.</p> <p>Category Notes (Examples of records in this category): Records may include but not limited to: Plan and amendments to plan. Maps, drawings, photographs that provide the official representation of the Shoreline Management Master Plan, critical area delineations, zoning boundaries and shoreline management boundaries.</p> <p>Rule Number (DAN): Combo Rule LUD-03-002</p> <p>Cutoff: Year end</p> <p>Retention Period: Arrange for immediate appraisal by the King County Archivist.</p> <p>Cross Reference:</p> <p>Essential Record: Yes</p> <p>Rule Status: Active</p> <p>Rule Remarks:</p> <p>Archival Status: Archival</p> <p>Archival Remarks: These records can be transferred to the County Archives 6 years after the cutoff date.</p>
<p>Department, Division, Sections (DDS) with access to this category:</p> <p>Development and Environmental Services (Department of)-General Division-(ALL) All Sections</p>
<p>Category Code Level 1: LUD-Land Use/Development Management: The functions related to County coordination of land use, community development, historic preservation, and governmental boundaries.</p>
<p>Category Code Level 2: 03-Land Use Actions: The activity of managing land use, zoning and shoreline actions such as Comprehensive Land Use Plan, Shoreline Management Master Plan , State Environmental Policy Act, county zoning, and use exceptions and waivers.</p>

Category Code Level 3: LUD-03-003

Category Title: Zoning and Land Use Exceptions/Waivers

Category Description (Description of activity): This category represents records created, received and used in the process of managing the county zoning and land use laws.

Category Notes (Examples of records in this category): Records may include but not limited to: Approvals/Decisions, Maps, drawings, photographs.

Rule Number (DAN): Combo Rule LUD-03-003

Cutoff: Year end

Retention Period: Arrange for immediate appraisal by the King County Archivist.

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks:

Archival Status: Archival

Archival Remarks: These records can be transferred to the County Archives 6 years after the cutoff date.

Department, Division, Sections (DDS) with access to this category:

Development and Environmental Services (Department of)-General Division-(ALL) All Sections

Category Code Level 1: LUD-Land Use/Development Management: The functions related to County coordination of land use, community development, historic preservation, and governmental boundaries.

Category Code Level 2: 03-Land Use Actions: The activity of managing land use, zoning and shoreline actions such as Comprehensive Land Use Plan, Shoreline Management Master Plan , State Environmental Policy Act, county zoning, and use exceptions and waivers.

Category Code Level 3: LUD-03-004

Category Title: SEPA (State Environmental Policy Act), SEPA Checklist, SEPA Determination

Category Description (Description of activity): This category represents records created, received and used in the process of managing SEPA for the county.

Category Notes (Examples of records in this category): Records may include but not limited to maps, drawing, photographs.

Rule Number (DAN): Combo Rule LUD-03-004

Cutoff: Year end

Retention Period: Arrange for immediate appraisal by the King County Archivist.

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks:

Archival Status: Archival

Archival Remarks: These records can be transferred to the County Archives 6 years after the cutoff date.

Department, Division, Sections (DDS) with access to this category:

Category Code Level 1: LUD-Land Use/Development Management: The functions related to County coordination of land use, community development, historic preservation, and governmental boundaries.

Category Code Level 2: 03-Land Use Actions: The activity of managing land use, zoning and shoreline actions such as Comprehensive Land Use Plan, Shoreline Management Master Plan , State Environmental Policy Act, county zoning, and use exceptions and waivers.

Category Code Level 3: LUD-03-005

Category Title: Working Files for Commercial Plans, Residential Plans, and Residential Building Plans

Category Description (Description of activity): This category hold working files that lead up to the approval of a permit. The documents are not part of the final permit file.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-11-03

Cutoff: Completion of permitted work

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: For purposes related to King County business processes, the retention period for this rule was increased from 90 days to 6 years.

Archival Status: Potentially Archival

Archival Remarks: Records from this series may be selected for inclusion in the County's historical records collection. Please contact the County Archivist for an appraisal.

Department, Division, Sections (DDS) with access to this category:
Development and Environmental Services (Department of)-General Division-(ALL) All Sections
Category Code Level 1: LUD-Land Use/Development Management: The functions related to County coordination of land use, community development, historic preservation, and governmental boundaries.
Category Code Level 2: 05-Governmental Boundaries: The activity around managing governmental jurisdictional boundaries
Category Code Level 3: LUD-05-001 Category Title: Local Government Jurisdictional Boundary Change Files Category Description (Description of activity): Category Notes (Examples of records in this category): Rule Number (DAN): GS52-03A-05 Cutoff: Year end Retention Period: Arrange for immediate appraisal by the King County Archivist. Cross Reference: Essential Record: Yes Rule Status: Active Rule Remarks: The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. SECONDARY:Either affected jurisdiction or decision maker retains - Destroy when maps and reference files are updated Archival Status: Archival Archival Remarks: These records can be transferred to the County Archives 6 years after the cutoff date.
Department, Division, Sections (DDS) with access to this category:
Boundary Review Board-General-(ALL) All Sections
Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.
Category Code Level 2: 01-Labor Relations: The activity of managing relationships dealing with the negotiation of labor.
Category Code Level 3: PER-01-001 Category Title: Labor Agreement Administration

<p>Category Description (Description of activity): Documentation of the business activity of administering a labor agreement.</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): GS50-01-50</p> <p>Cutoff: Folder or Matter Cutoff: Termination of Contract</p> <p>Retention Period: 6 years</p> <p>Cross Reference:</p> <p>Essential Record: Yes</p> <p>Rule Status: Active</p> <p>Rule Remarks: ESSENTIAL RECORD - Needs security backup -- The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. This rule is assigned to PER-01-001 and PER-01-002.</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks: 06/23/2009 The King County Archivist appraised this record series and determined the records to be "not archival".</p>
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Finance and Business Operations-(DIR) Director's Office
Executive Services (Department of) -Records and Licensing Services-(DIR) Director's Office
Executive Services (Department of) -Records and Licensing Services-(TEST) Test
Executive Services (Department of)-Facilities Management-(DIR) Director's Office
King County Executive Office-Office of Labor Relations-(ALL) All Sections
Natural Resources and Parks (Department of)-Director's Office-(ALL) All Sections
Prosecuting Attorney Office (IA)-Administration-(ALL) All Sections
Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.
Category Code Level 2: 01-Labor Relations: The activity of managing

relationships dealing with the negotiation of labor.

Category Code Level 3: PER-01-002

Category Title: Labor Agreements

Category Description (Description of activity): Official labor agreement as approved by King County Council ordinance; includes wage addendum

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-01-50

Cutoff: Folder or Matter Cutoff: Termination of Contract

Retention Period: 6 years

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: ESSENTIAL RECORD - Needs security backup -- The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. This rule is assigned to PER-01-001 and PER-01-002.

Archival Status: Not Archival

Archival Remarks: 06/23/2009 The King County Archivist appraised this record series and determined the records to be "not archival".

Department, Division, Sections (DDS) with access to this category:

King County Executive Office-Office of Labor Relations-(ALL) All Sections

Natural Resources and Parks (Department of)-Wastewater Treatment-(ALL) All Sections

Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.

Category Code Level 2: 01-Labor Relations: The activity of managing relationships dealing with the negotiation of labor.

Category Code Level 3: PER-01-003

Category Title: Litigation

Category Description (Description of activity): Arbitration, Personnel Board hearings and Public Employment Relations Commission (PERC) hearings

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-04E-06

Cutoff: Resolution

Retention Period: 10 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: NOTE1: The retention period for this record series has been increased from 6 to 10 years. This change accommodates the occasional litigation case related to employment handled by Labor Relations. See GS53-02-04, Litigation Case Files. NOTE2: Cutoff date was changed from "Settlement" to "Resolution" to better describe the final action that triggers the retention period to start counting. This rule assigned to PER-01-003 category.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

King County Executive Office-Office of Labor Relations-(ALL) All Sections

Transportation (Department of)-Transit-(HR) Human Resources

Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.

Category Code Level 2: 01-Labor Relations: The activity of managing relationships dealing with the negotiation of labor.

Category Code Level 3: PER-01-004

Category Title: Labor Agreement Negotiation, Implementation and Compensation Management

Category Description (Description of activity): Documents the business activity of negotiation, implementation and compensation for labor agreements.

Category Notes (Examples of records in this category): Can include; copies of compensation and benefit surveys, reports and analysis. Correspondence between internal and external agencies for example, Joint Labor Insurance Management Committee for the purpose of receiving input into the development of labor agreements.

Rule Number (DAN): GS50-04B-07

Cutoff: Folder Cutoff: Year End

Retention Period: 60 years

Cross Reference:

Essential Record: No

<p>Rule Status: Active</p> <p>Rule Remarks: This rule has been amended to extend the retention period from 6 to 60 years. The limitations of actions for gender and wage discrimination was extended by the Ledbetter Act passed in January 2009.</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
King County Executive Office-Office of Labor Relations-(ALL) All Sections
Transportation (Department of)-Transit-(HR) Human Resources
Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.
Category Code Level 2: 02-Performance Management: The activity of assessing and directing employee progress toward performance goals.
<p>Category Code Level 3: PER-02-001</p> <p>Category Title: Performance Appraisals and Merit Awards</p> <p>Category Description (Description of activity): Evaluation of employee work performance, prepared by supervisor on a regular schedule.</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): GS50-04A-08</p> <p>Cutoff: Completion of Evaluation</p> <p>Retention Period: 3 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks:</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Facilities Management-(CAP) Capital Planning
Executive Services (Department of) -Facilities Management-(FA) Finance and Administrative Services
Executive Services (Department of) -Facilities Management-(MAJ)

Major Projects
Executive Services (Department of) -Facilities Management-(SI) Strategic Initiatives
Executive Services (Department of) -Finance and Business Operations-(BPROS) Benefit, Payroll, and Retirement Operations Section
Executive Services (Department of) -Finance and Business Operations-(FM) Financial Management
Executive Services (Department of) -Finance and Business Operations-(PCS) Procurement and Contract Services
Executive Services (Department of) -Human Resources-(DIR) Director's Office
Executive Services (Department of) -Office of Risk Management-(ALL) All Sections
Executive Services (Department of) -Records and Licensing Services-(ARMMS-AR) Archives
Executive Services (Department of) -Records and Licensing Services-(ARMMS-MS) Mail Services
Executive Services (Department of) -Records and Licensing Services-(ARMMS-RC) Records Center
Executive Services (Department of) -Records and Licensing Services-(DIR) Director's Office
Executive Services (Department of) -Records and Licensing Services-(RAS) Regional Animal Services
Executive Services (Department of) -Records and Licensing Services-(TEST) Test
King County Executive Office-Office of Information Resource Management-(CABLE) Cable Communications
King County Executive Office-Office of Information Resource Management-(CIO) Chief Information Office
King County Executive Office-Office of Labor Relations-(ALL) All Sections
Natural Resources and Parks (Department of)-Director's Office-(ALL)

All Sections
Natural Resources and Parks (Department of)-Parks-(DIR) Director's Office
Natural Resources and Parks (Department of)-Parks-(RECOPS) Recreation & Operations Support
Natural Resources and Parks (Department of)-Parks-(RES) Resource
Prosecuting Attorney Office (IA)-Administration-(ALL) All Sections
Prosecuting Attorney Office (IA)-Civil Division-(ALL) All Sections
Prosecuting Attorney Office (IA)-Civil Division-(CDO) Chief Deputy Office
Prosecuting Attorney Office (IA)-Civil Division-(CS) Contracts Section
Prosecuting Attorney Office (IA)-Civil Division-(CSS) County Services Section
Prosecuting Attorney Office (IA)-Civil Division-(DIR) Director's Office
Prosecuting Attorney Office (IA)-Civil Division-(ES) Employment Section
Prosecuting Attorney Office (IA)-Civil Division-(LUS) Land Use Section
Prosecuting Attorney Office (IA)-Civil Division-(NRS) Natural Resources Section
Prosecuting Attorney Office (IA)-Civil Division-(TRPS) Transportation & Real Property Section
Prosecuting Attorney Office (IA)-Civil Division-(TS) Torts Section
Transportation (Department of)-Airport-(ALL) All Sections
Transportation (Department of)-Fleet-(ALL) All Sections
Transportation (Department of)-Marine-(ALL) All Sections
Transportation (Department of)-Transit-(OPS) Transit Operations
Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.

<p>Category Code Level 2: 02-Performance Management: The activity of assessing and directing employee progress toward performance goals.</p>
<p>Category Code Level 3: PER-02-002</p> <p>Category Title: Work Logs</p> <p>Category Description (Description of activity): Work assignment record, schedules or logs - documentation of day-to-day tasks or projects assigned to and/or completed by individual staff or crews.</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): GS50-04B-29</p> <p>Cutoff: Year end</p> <p>Retention Period: 3 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks: This rule assigned to PER-02-002 category.</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
<p>Department, Division, Sections (DDS) with access to this category:</p>
<p>Executive Services (Department of) -Human Resources-(CMS) Compensation Management Services</p>
<p>Executive Services (Department of) -Records and Licensing Services-(DIR) Director's Office</p>
<p>Executive Services (Department of) -Records and Licensing Services-(RAS) Regional Animal Services</p>
<p>Executive Services (Department of) -Records and Licensing Services-(TEST) Test</p>
<p>Executive Services (Department of)-Director's Office-(DIR) Executive Services Director's Office</p>
<p>Judicial Administration (Department of)-Information and Records Services-(ALL) All Sections</p>
<p>Prosecuting Attorney Office (IA)-Administration-(ALL) All Sections</p>
<p>Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.</p>
<p>Category Code Level 2: 03-Position Development/Staff Structure: The activity of structuring and organizing human resources.</p>

Category Code Level 3: PER-03-001

Category Title: Classification and Compensation

Category Description (Description of activity): Reviews are requests by individual or agency to reclassify a position or review a salary range and may include Position Description Questionnaire (PDQ), speedi-peedis, recommendation, allocation report, copies of position specifications. Studies are details on specific role and position of classification titles, duties and obligations and may include Position Description Questionnaire (PDQ), surveys, audit form, reports, and other supporting documentation. Specifications are details on the function of position, including special duties, requirements, and qualifications for each position. Includes benefits and salary surveys and studies; spreadsheets and reports from Human Resources Data Repository (HRDR) and Fair Labor Standards Act (FSLA) audits.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-04B-07

Cutoff: Folder Cutoff: Year End

Retention Period: 60 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: This rule has been amended to extend the retention period from 6 to 60 years. The limitations of actions for gender and wage discrimination was extended by the Ledbetter Act passed in January 2009.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Community and Human Services (Department of)-Director's Office-(ALL) All Sections

Executive Services (Department of) -Human Resources-(CMS)
Compensation Management Services

Public Health (Department of)-Finance and Administrative Services
Division-(HR) Human Resources

Transportation (Department of)-Transit-(HR) Human Resources

Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.

Category Code Level 2: 03-Position Development/Staff Structure: The activity of structuring and organizing human resources.

Category Code Level 3: PER-03-002

Category Title: Reclassification

Category Description (Description of activity): Reviews are requests by individual or agency to reclassify a position or review a salary range and may include Position Description Questionnaire (PDQ), speedi-peedis, recommendation, allocation report, copies of position specifications. Studies are details on specific role and position of classification titles, duties and obligations and may include Position Description Questionnaire (PDQ), surveys, audit form, reports, and other supporting documentation. Specifications are details on the function of position, including special duties, requirements, and qualifications for each position. Includes benefits and salary surveys and studies; spreadsheets and reports from Human Resources Data Repository (HRDR) and Fair Labor Standards Act (FLSA) audits.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-04B-07

Cutoff: Folder Cutoff: Year End

Retention Period: 60 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: This rule has been amended to extend the retention period from 6 to 60 years. The limitations of actions for gender and wage discrimination was extended by the Ledbetter Act passed in January 2009.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Human Resources-(CMS)
Compensation Management Services

Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.

Category Code Level 2: 04-EEO/Affirmative Action: The activity of ensuring fairness and equal opportunities for all employees.

Category Code Level 3: PER-04-001

Category Title: Affirmative Action Plan Working Files

Category Description (Description of activity): The Affirmative Action Plan is adopted by the King County Council and sets out the guidelines for county policy and compliance. The records in this category represent the development of this plan.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-04C-03

Cutoff: Superseded

Retention Period: 6 years

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: ESSENTIAL RECORD: The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. This rule is assigned to PER-04-001, & PER-04-002 categories.

Archival Status: Archival

Archival Remarks: This record can be transferred to the King County Archives after disposition approval from the agency.

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Human Resources-(DMS)
Diversity, Affirmative Action & Recruitment

Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.

Category Code Level 2: 04-EEO/Affirmative Action: The activity of ensuring fairness and equal opportunities for all employees.

Category Code Level 3: PER-04-002

Category Title: Affirmative Action Plan

Category Description (Description of activity): The Affirmative Action Plan is adopted by the King County Council and sets out the guidelines for county policy and compliance.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-04C-03

Cutoff: Superseded

Retention Period: 6 years

Cross Reference:

Essential Record: Yes

Rule Status: Active

<p>Rule Remarks: ESSENTIAL RECORD: The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. This rule is assigned to PER-04-001, & PER-04-002 categories.</p> <p>Archival Status: Archival</p> <p>Archival Remarks: This record can be transferred to the King County Archives after disposition approval from the agency.</p>
<p>Department, Division, Sections (DDS) with access to this category:</p> <p>Executive Services (Department of) -Human Resources-(DMS) Diversity, Affirmative Action & Recruitment</p>
<p>Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.</p>
<p>Category Code Level 2: 04-EEO/Affirmative Action: The activity of ensuring fairness and equal opportunities for all employees.</p>
<p>Category Code Level 3: PER-04-003</p> <p>Category Title: EEO Project Files</p> <p>Category Description (Description of activity): Projects include EEO forecasts, studies, and reports. This category also includes; Compliance Reports for King County contracts, the creation and implementation of EEO/Affirmative Action training programs, and diversity and other initiatives.</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): GS50-01-39A</p> <p>Cutoff: Completion of project</p> <p>Retention Period: 6 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks:</p> <p>Archival Status: Archival</p> <p>Archival Remarks: This record can be transferred to the King County Archives after disposition approval from the agency.</p>
<p>Department, Division, Sections (DDS) with access to this category:</p> <p>Executive Services (Department of) -Human Resources-(DMS) Diversity, Affirmative Action & Recruitment</p>
<p>Category Code Level 1: PER-Personnel Management: The functions</p>

related to all phases of personnel administration.

Category Code Level 2: 04-EEO/Affirmative Action: The activity of ensuring fairness and equal opportunities for all employees.

Category Code Level 3: PER-04-004

Category Title: ADA Claims and Accommodations

Category Description (Description of activity):

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-04B-06

Cutoff: Folder Cutoff: Termination of employment

Retention Period: 6 years

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: Retention may be subject to restrictions provided by collective bargaining contracts and agreements. This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the location of other copies inside and outside the agency. This rule is assigned to PER-06-002 category.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Human Resources-(S&C) Safety, Claims & Disability Services

Natural Resources and Parks (Department of)-Wastewater Treatment-(ALL) All Sections

Transportation (Department of)-Transit-(HR) Human Resources

Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.

Category Code Level 2: 04-EEO/Affirmative Action: The activity of ensuring fairness and equal opportunities for all employees.

Category Code Level 3: PER-04-005

Category Title: EEO Complaints

Category Description (Description of activity): Documents EEO investigations regarding allegations of employment discrimination including harassment and retaliation.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-04C-04

<p>Cutoff: Case Closed (Resolution)</p> <p>Retention Period: 10 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks: This record series is retained in excess of the state minimum of 6 years to accommodate limitations of actions for civil litigation.</p> <p>Archival Status: Archival</p> <p>Archival Remarks: This record can be transferred to the King County Archives after disposition approval from the agency.</p>
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Human Resources-(DMS) Diversity, Affirmative Action & Recruitment
Executive Services (Department of) -Office of Civil Rights-(ALL) All Sections
Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.
Category Code Level 2: 04-EEO/Affirmative Action: The activity of ensuring fairness and equal opportunities for all employees.
<p>Category Code Level 3: PER-04-006</p> <p>Category Title: Employment Studies and Reports Related to Protected Classes</p> <p>Category Description (Description of activity):</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): GS50-01-54</p> <p>Cutoff: Year end</p> <p>Retention Period: 5 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks:</p> <p>Archival Status: Archival</p> <p>Archival Remarks: This record can be transferred to the King County Archives after disposition approval from the agency.</p>
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Human Resources-(S&C) Safety,

Claims & Disability Services
Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.
Category Code Level 2: 05-Industrial Insurance: The activities relating to the coverage of medical expenses and salary compensation for work related injuries and illness.
<p>Category Code Level 3: PER-05-001</p> <p>Category Title: Worker's Compensation Claim Files</p> <p>Category Description (Description of activity): All records pertaining to the function of worker's compensation claim administration which include: medical coverage, time loss and documentation of action taken. This function also includes LEOFF II claim administration.</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): GS50-06C-27R1</p> <p>Cutoff: claim closed</p> <p>Retention Period: 75 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Review</p> <p>Rule Remarks: All files of defaulting self-insured employers shall be transferred to and will be retained by the Department of Labor and Industries (L&I) for 75 years after claim closed in accordance with L&I's records retention schedule.</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Human Resources-(S&C) Safety, Claims & Disability Services
Executive Services (Department of) -Office of Risk Management-(ALL) All Sections
Prosecuting Attorney Office (IA)-Civil Division-(ALL) All Sections
Prosecuting Attorney Office (IA)-Civil Division-(CDO) Chief Deputy Office
Prosecuting Attorney Office (IA)-Civil Division-(CS) Contracts Section

Prosecuting Attorney Office (IA)-Civil Division-(CSS) County Services Section
Prosecuting Attorney Office (IA)-Civil Division-(DIR) Director's Office
Prosecuting Attorney Office (IA)-Civil Division-(ES) Employment Section
Prosecuting Attorney Office (IA)-Civil Division-(LUS) Land Use Section
Prosecuting Attorney Office (IA)-Civil Division-(NRS) Natural Resources Section
Prosecuting Attorney Office (IA)-Civil Division-(TRPS) Transportation & Real Property Section
Prosecuting Attorney Office (IA)-Civil Division-(TS) Torts Section
Public Health (Department of)-Director's Office-(ALL) All Sections
Transportation (Department of)-Transit-(SAFE) Safety
Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.
Category Code Level 2: 05-Industrial Insurance: The activities relating to the coverage of medical expenses and salary compensation for work related injuries and illness.
<p>Category Code Level 3: PER-05-002</p> <p>Category Title: Employer's Quarterly Report for Industrial Insurance (Workers Compensation)</p> <p>Category Description (Description of activity):</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): GS50-06C-06R1</p> <p>Cutoff: Year end</p> <p>Retention Period: 3 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks: This rule is assigned to PER-05-002 category. Department of Labor and Industries (L&I) retains one copy for 6 years in accordance with L&I records retention schedule.</p> <p>Archival Status: Not Archival</p>

Archival Remarks:
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Human Resources-(S&C) Safety, Claims & Disability Services
Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.
Category Code Level 2: 05-Industrial Insurance: The activities relating to the coverage of medical expenses and salary compensation for work related injuries and illness.
Category Code Level 3: PER-05-003 Category Title: Claims Costs Reports and Statements Category Description (Description of activity): Compilation of costs of processing claims against self-insured liabilities. Category Notes (Examples of records in this category): Rule Number (DAN): GS50-06C-24 Cutoff: Superseded Retention Period: 4 years Cross Reference: Essential Record: No Rule Status: Active Rule Remarks: This rule is assigned to PER-05-003 category. Archival Status: Not Archival Archival Remarks:
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Human Resources-(BU&HRI) Benefits & Health Reform Initiative
Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.
Category Code Level 2: 05-Industrial Insurance: The activities relating to the coverage of medical expenses and salary compensation for work related injuries and illness.
Category Code Level 3: PER-05-004 Category Title: LEOFF-1 Disability Retirement Board Case Files Category Description (Description of activity): All records pertaining to the LEOFF-1 Disability Retirement Board final decisions. These case files are filed per employee name and include the original claims, the medical reports and the final board decisions on disability and

<p>retirement leave.</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): COMBO RULE PER-05-004</p> <p>Cutoff: Death of Officer</p> <p>Retention Period: Permanent</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks: This rule is a combination of King County Unique Schedule rules. This combo. rule is pending update by the Industrial Insurance State Records Retention Schedule.</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Finance and Business Operations-(BPROS) Benefit, Payroll, and Retirement Operations Section
Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.
Category Code Level 2: 06-Personnel Records: The activity of documenting an individual's employment with the county. Includes volunteers.
<p>Category Code Level 3: PER-06-001</p> <p>Category Title: Temporary Agency Worker Accounts</p> <p>Category Description (Description of activity): Tracks temporary agency workers hired using original request forms moved to individual departments. New Series 05/04</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): GS50-04B-23</p> <p>Cutoff: Termination of employment</p> <p>Retention Period: 6 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks: This rule is assigned to PER-06-001 category.</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Human Resources-(RDQAT)
Research, Development & Quality Assurance Team

Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.

Category Code Level 2: 06-Personnel Records: The activity of documenting an individual's employment with the county. Includes volunteers.

Category Code Level 3: PER-06-002

Category Title: Personnel File

Category Description (Description of activity): May include but is not limited to: Application for employment when hired including consumer reports (which include background checks, credit reports and criminal history reports*); start of employment, identification, oaths of officials elected and appointed; bonds of officials elected and appointed; criminal history, background checks and investigations; records of employment status, position description and job classification; citations; letters of recommendation; personal history cards, raises; retirement or disability resulting in employment termination; evaluation of applications of recognition or non-college credit courses. * Note on consumer reports: All consumer reports for hired employees should be maintained as part of the official personnel category but in a separate "confidential" file. For applicants not hired, the consumer reports should be retained in a separate file as part of the recruitment category (PER-10-002).

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-04B-06

Cutoff: Folder Cutoff: Termination of employment

Retention Period: 6 years

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: Retention may be subject to restrictions provided by collective bargaining contracts and agreements. This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the location of other copies inside and outside the agency. This rule is assigned to PER-06-002 category.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Adult and Juvenile Detention (Department of)-Adult Detention Division-(ALL) All Sections
Assessments (Department of)-General-(ALL) All Sections
Community and Human Services (Department of)-Community Services -(ALL) All Sections
Community and Human Services (Department of)-Director's Office-(ALL) All Sections
Community and Human Services (Department of)-Mental Health, Chemical Abuse and Dependency Services-(ALL) All Sections
Development and Environmental Services (Department of)-General Division-(ALL) All Sections
Executive Services (Department of) -Finance and Business Operations-(TO) Treasury Operations
Executive Services (Department of) -Human Resources-(DIR) Director's Office
Executive Services (Department of) -Records and Licensing Services-(DIR) Director's Office
Executive Services (Department of) -Records and Licensing Services-(RAS) Regional Animal Services
Executive Services (Department of) -Records and Licensing Services-(TEST) Test
Executive Services (Department of)-Director's Office-(DIR) Executive Services Director's Office
King County Executive Office-Executive's Office-(ALL) All Sections
King County Executive Office-Office of Information Resource Management-(ALL) All Sections
King County Executive Office-Office of Labor Relations-(ALL) All Sections
King County Executive Office-Office of Strategic Planning and Performance Management-(ALL) All Sections
King County Sheriff's Office (IA)-Field Operations Division-(ALL) All Sections

King County Sheriff's Office (IA)-Technical Services Division-(BA) Budget & Accounting Section
King County Sheriff's Office (IA)-Technical Services Division-(PU) Personnel Unit
Natural Resources and Parks (Department of)-Director's Office-(ALL) All Sections
Natural Resources and Parks (Department of)-Director's Office-(HR) Human Resources
Natural Resources and Parks (Department of)-Parks-(DIR) Director's Office
Natural Resources and Parks (Department of)-Solid Waste-(ALL) All Sections
Natural Resources and Parks (Department of)-Wastewater Treatment-(ALL) All Sections
Natural Resources and Parks (Department of)-Water and Land Resources-(FA) Finance and Administration
Natural Resources and Parks (Department of)-Water and Land Resources-(OPS) Operational Sections
Prosecuting Attorney Office (IA)-Administration-(ALL) All Sections
Public Health (Department of)-Correctional Health & Rehab Services-(ALL) All Sections
Public Health (Department of)-Director's Office-(ALL) All Sections
Public Health (Department of)-Environmental Health Services Division-(ALL) All Sections
Public Health (Department of)-Finance and Administrative Services Division-(HR) Human Resources
Public Health (Department of)-Prevention Division-(TB) Tuberculosis
Transportation (Department of)-Airport-(HR) Human Resources
Transportation (Department of)-Deputy Director's Office-(HR) Human Resources

Transportation (Department of)-Road Services-(ADMIN) Administration
Transportation (Department of)-Transit-(HR) Human Resources
Transportation (Department of)-Transit-(OPS) Transit Operations
Transportation (Department of)-Transit-(SCS) Sales and Customer Service
Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.
Category Code Level 2: 06-Personnel Records: The activity of documenting an individual's employment with the county. Includes volunteers.
<p>Category Code Level 3: PER-06-003</p> <p>Category Title: Employee Award Files</p> <p>Category Description (Description of activity): This category contains records related to employee award programs, such as recognition of outstanding performance, length of service, incentive plans, etc.</p> <p>Category Notes (Examples of records in this category): May include recommendations, approved nominations, appreciation letters and additional related information. Does not include office awards that affect conditions of employment.</p> <p>Rule Number (DAN): GS50-04B-44</p> <p>Cutoff: Date of award</p> <p>Retention Period: 2 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks: Potentially Archival</p> <p>Archival Status: Archival</p> <p>Archival Remarks: This record can be transferred to the King County Archives after disposition approval from the agency</p>
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Records and Licensing Services-(TEST) Test
Executive Services (Department of)-Director's Office-(DIR) Executive Services Director's Office

Prosecuting Attorney Office (IA)-Administration-(ALL) All Sections
Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.
Category Code Level 2: 06-Personnel Records: The activity of documenting an individual's employment with the county. Includes volunteers.
<p>Category Code Level 3: PER-06-004</p> <p>Category Title: Volunteer Files</p> <p>Category Description (Description of activity): Documents work service of individual volunteer. Includes listings of newly hired volunteers fingerprinted for criminal background checks.</p> <p>Category Notes (Examples of records in this category): Essential Record. Needs security backup.</p> <p>Rule Number (DAN): Combo Rule PER-06-004</p> <p>Cutoff: Termination of Volunteer Service</p> <p>Retention Period: 6 years</p> <p>Cross Reference:</p> <p>Essential Record: Yes</p> <p>Rule Status: Active</p> <p>Rule Remarks: This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the location of other copies inside and outside the agency.</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Records and Licensing Services-(RAS) Regional Animal Services
Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.
Category Code Level 2: 07-Occupational Health and Safety: The activity of creating and maintaining a safe and healthy work environment for employees.
<p>Category Code Level 3: PER-07-001</p> <p>Category Title: Employee Medical and Exposure Records</p> <p>Category Description (Description of activity): File includes pre-employment information sheet, medical exam report and general correspondence. Documentation of on-the-job exposure of agency</p>

employees to hazardous materials, as well as medical information compiled and maintained by the agency on individual employees to document their physical condition, the effects of work place conditions on their health, and their physical ability to perform essential job functions.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-04B-30

Cutoff: Termination of employment

Retention Period: 30 years

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: Reference 29CFR1910.1020, WAC 296-802-20005, and WAC 296-802-20010. Health insurance claims records maintained separately from your medical program records, and records of first-aid treatment made on-site by a non-physician and filed separately from the employee medical records, are not required to be retained for 30 years after termination of employment, and thus are not considered part of this records series by WAC 296-802-20005. This rule is assigned to PER-07-001 category.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Adult and Juvenile Detention (Department of)-Adult Detention
Division-(ALL) All Sections

Community and Human Services (Department of)-Community
Services -(ALL) All Sections

Executive Services (Department of) -Human Resources-(S&C) Safety,
Claims & Disability Services

Executive Services (Department of) -Records and Licensing Services-
(DIR) Director's Office

Executive Services (Department of) -Records and Licensing Services-
(TEST) Test

King County Sheriff's Office (IA)-Technical Services Division-(PU)
Personnel Unit

Natural Resources and Parks (Department of)-Director's Office-(HR)

Human Resources
Natural Resources and Parks (Department of)-Wastewater Treatment-(ALL) All Sections
Natural Resources and Parks (Department of)-Water and Land Resources-(FA) Finance and Administration
Public Health (Department of)-Community Health Services Division-(ADMIN) Administration
Public Health (Department of)-Correctional Health & Rehab Services-(ALL) All Sections
Public Health (Department of)-Finance and Administrative Services Division-(ADMIN) Administration
Public Health (Department of)-Finance and Administrative Services Division-(HR) Human Resources
Public Health (Department of)-Prevention Division-(TB) Tuberculosis
Transportation (Department of)-Airport-(HR) Human Resources
Transportation (Department of)-Deputy Director's Office-(HR) Human Resources
Transportation (Department of)-Transit-(HR) Human Resources
Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.
Category Code Level 2: 07-Occupational Health and Safety: The activity of creating and maintaining a safe and healthy work environment for employees.
<p>Category Code Level 3: PER-07-002</p> <p>Category Title: Ergonomic Files</p> <p>Category Description (Description of activity): Ergonomic files document the analysis, action, and measures taken to adjust workplace environment to help prevent work-related injuries. Files include name of employee, supervisor, organization unit, location, and action taken to adjust workstation or environment.</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): GS51-05D-11</p> <p>Cutoff: Last action taken</p> <p>Retention Period: 3 Years</p>

<p>Cross Reference: Essential Record: No Rule Status: Active Rule Remarks: This rule is assigned to PER-07-002 category. Archival Status: Not Archival Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Human Resources-(S&C) Safety, Claims & Disability Services
Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.
Category Code Level 2: 07-Occupational Health and Safety: The activity of creating and maintaining a safe and healthy work environment for employees.
<p>Category Code Level 3: PER-07-004 Category Title: Safety Training Files - General Category Description (Description of activity): Documentation of safety training classes (except for hazardous materials - see Remarks), some of which may be required by specific job classifications. May include lists of job required training for specific labor categories, training calendars, course info, vendor documentation, course materials, attendance logs and correspondence. New Series - 12/06 Category Notes (Examples of records in this category): Rule Number (DAN): GS51-05D-12 Cutoff: Date of training Retention Period: 6 years Cross Reference: Essential Record: No Rule Status: Active Rule Remarks: If the training is for handling hazardous materials see the Hazardous Materials Admin Section GS50-19-09 and GS50-19-17. Archival Status: Not Archival Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Human Resources-(S&C) Safety, Claims & Disability Services
Natural Resources and Parks (Department of)-Wastewater Treatment-

(ALL) All Sections
Public Health (Department of)-Emergency Medical Services Division-(ALL) All Sections
Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.
Category Code Level 2: 08-Misconduct, Discipline, and Grievances: The activity of investigating and responding to employee misconduct, grievances, and disciplinary matters.
<p>Category Code Level 3: PER-08-001</p> <p>Category Title: Employee Grievances</p> <p>Category Description (Description of activity): Documentation of employee grievances, investigation, appeals and final decisions.</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): GS50-04E-03</p> <p>Cutoff: Resolution</p> <p>Retention Period: 6 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks: This rule is assigned PER-08-001.</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Finance and Business Operations-(DIR) Director's Office
Executive Services (Department of) -Records and Licensing Services-(TEST) Test
Executive Services (Department of)-Director's Office-(DIR) Executive Services Director's Office
Executive Services (Department of)-Facilities Management-(DIR) Director's Office
King County Executive Office-Office of Labor Relations-(ALL) All Sections
Natural Resources and Parks (Department of)-Director's Office-(ALL) All Sections

Natural Resources and Parks (Department of)-Wastewater Treatment-(ALL) All Sections
Prosecuting Attorney Office (IA)-Administration-(ALL) All Sections
Public Health (Department of)-Director's Office-(ALL) All Sections
Public Health (Department of)-Finance and Administrative Services Division-(ADMIN) Administration
Public Health (Department of)-Finance and Administrative Services Division-(HR) Human Resources
Transportation (Department of)-Transit-(HR) Human Resources
Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.
Category Code Level 2: 08-Misconduct, Discipline, and Grievances: The activity of investigating and responding to employee misconduct, grievances, and disciplinary matters.
<p>Category Code Level 3: PER-08-002</p> <p>Category Title: Minutes of Civil Service Commission Proceedings, Approved and Signed</p> <p>Category Description (Description of activity): Official account of Civil Service Commission meetings. Includes agendas and all referenced and attached documents. Essential Record - Needs security microfilm back-up.</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): GS50-05A-13</p> <p>Cutoff: Date adopted</p> <p>Retention Period: Arrange for immediate appraisal by the King County Archivist.</p> <p>Cross Reference:</p> <p>Essential Record: Yes</p> <p>Rule Status: Active</p> <p>Rule Remarks: The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards. This rule is assigned to PER-08-002 category.</p> <p>Archival Status: Archival</p> <p>Archival Remarks: These records can be transferred to the County</p>

Archives 6 years after the cutoff date.
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Human Resources-(CS) Civil Service
Public Health (Department of)-Director's Office-(ALL) All Sections
Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.
Category Code Level 2: 08-Misconduct, Discipline, and Grievances: The activity of investigating and responding to employee misconduct, grievances, and disciplinary matters.
<p>Category Code Level 3: PER-08-003</p> <p>Category Title: Civil Service Commission Case Files and Investigation Files</p> <p>Category Description (Description of activity): Documentation of cases of violations or disciplinary actions submitted to the Civil Service Commission. Also documents the investigation of improper hiring decisions and practices.</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): Combo Rule PER-08-003</p> <p>Cutoff: Case Closed</p> <p>Retention Period: 6 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks: This rule is assigned to category PER-08-003.</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Human Resources-(CS) Civil Service
Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.
Category Code Level 2: 08-Misconduct, Discipline, and Grievances: The activity of investigating and responding to employee misconduct, grievances, and disciplinary matters.
Category Code Level 3: PER-08-004

<p>Category Title: Civil Service Commission Case Files - Not Heard</p> <p>Category Description (Description of activity): Documents cases not heard by the Civil Service Commission. Cases may not be heard for the following reasons: unprepared, resolved, referred to another jurisdiction, ineligible employees, withdrawn.</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): GS50-04B-45</p> <p>Cutoff: Administrative Closure</p> <p>Retention Period: 3 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks: This rule is assigned to PER-08-005 category.</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
<p>Department, Division, Sections (DDS) with access to this category:</p> <p>Executive Services (Department of) -Human Resources-(CS) Civil Service</p>
<p>Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.</p>
<p>Category Code Level 2: 08-Misconduct, Discipline, and Grievances: The activity of investigating and responding to employee misconduct, grievances, and disciplinary matters.</p>
<p>Category Code Level 3: PER-08-005</p> <p>Category Title: Employee Misconduct Investigation Files - Sustained</p> <p>Category Description (Description of activity): Documentation compiled in official investigations of employee misconduct by the employee, which may include the complaint initiating the investigation, investigative reports, statements, taped information, corrective actions, correspondence, and notes. This series only covers investigation records; the final report of misconduct and any reprimands are placed in the employee's personnel file.</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): GS50-04B-46</p> <p>Cutoff: Case Closed</p> <p>Retention Period: 3 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p>

<p>Rule Status: Active</p> <p>Rule Remarks: Investigative summary report goes in the employee's Personnel File. See also State Law Enforcement/Administrative and Operational Records retention schedule for Internal Investigations (Sustained) and Internal Investigations (Unfounded) L03-01-23 and L03-01-24, respectively. Consistent with RCW 41.06.450 and WAC 357-22-040 for civil service retention rules for non-represented employees. Reference relevant collective bargaining agreements for retention conditions for represented employees. This rule is assigned to PER-08-005 category.</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Finance and Business Operations-(DIR) Director's Office
Executive Services (Department of) -Records and Licensing Services-(DIR) Director's Office
Executive Services (Department of) -Records and Licensing Services-(TEST) Test
Executive Services (Department of)-Director's Office-(DIR) Executive Services Director's Office
Executive Services (Department of)-Facilities Management-(DIR) Director's Office
King County Sheriff's Office (IA)-Technical Services Division-(IIU) Internal Investigation Unit
Natural Resources and Parks (Department of)-Director's Office-(HR) Human Resources
Prosecuting Attorney Office (IA)-Administration-(ALL) All Sections
Transportation (Department of)-Airport-(HR) Human Resources
Transportation (Department of)-Deputy Director's Office-(HR) Human Resources
Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.
Category Code Level 2: 08-Misconduct, Discipline, and Grievances: The

activity of investigating and responding to employee misconduct, grievances, and disciplinary matters.

Category Code Level 3: PER-08-006

Category Title: Employee Misconduct Investigation Files - Unfounded

Category Description (Description of activity): Documentations compiled in official investigations of employee misconduct by the employee that do not result in the findings of misconduct by the employee. Which may include the complaint initiating the investigation, investigative reports, statements, taped information, corrective actions, correspondence, and notes.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-04B-47

Cutoff: Case Closed

Retention Period: Immediate destruction

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Consistent with RCW 41.06.450 and WAC 357-22-040 for civil service retention rules for non-represented employees.

Reference relevant collective bargaining agreements for retention conditions for represented employees. This rule is assigned to PER-08-006 category.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Finance and Business Operations-(DIR) Director's Office

Executive Services (Department of) -Records and Licensing Services-(DIR) Director's Office

Executive Services (Department of) -Records and Licensing Services-(TEST) Test

Executive Services (Department of)-Director's Office-(DIR) Executive Services Director's Office

Executive Services (Department of)-Facilities Management-(DIR) Director's Office

Natural Resources and Parks (Department of)-Director's Office-(HR) Human Resources
Prosecuting Attorney Office (IA)-Administration-(ALL) All Sections
Transportation (Department of)-Airport-(HR) Human Resources
Transportation (Department of)-Deputy Director's Office-(HR) Human Resources
Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.
Category Code Level 2: 08-Misconduct, Discipline, and Grievances: The activity of investigating and responding to employee misconduct, grievances, and disciplinary matters.
<p>Category Code Level 3: PER-08-007</p> <p>Category Title: Employee Corrective Action and Probation</p> <p>Category Description (Description of activity): Documentation regarding employee corrective actions or probations.</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): GS50-04B-15</p> <p>Cutoff: After completion of probation or disciplinary action, or destroy according to the provisions of collective bargaining contracts and agreements</p> <p>Retention Period: 6 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks:</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Finance and Business Operations-(DIR) Director's Office
Executive Services (Department of) -Records and Licensing Services-(DIR) Director's Office
Executive Services (Department of) -Records and Licensing Services-(TEST) Test
Executive Services (Department of)-Director's Office-(DIR) Executive

Services Director's Office
Executive Services (Department of)-Facilities Management-(DIR) Director's Office
King County Executive Office-Office of Labor Relations-(ALL) All Sections
Natural Resources and Parks (Department of)-Director's Office-(ALL) All Sections
Natural Resources and Parks (Department of)-Director's Office-(HR) Human Resources
Prosecuting Attorney Office (IA)-Administration-(ALL) All Sections
Prosecuting Attorney Office (IA)-Civil Division-(ALL) All Sections
Prosecuting Attorney Office (IA)-Civil Division-(CDO) Chief Deputy Office
Prosecuting Attorney Office (IA)-Civil Division-(CS) Contracts Section
Prosecuting Attorney Office (IA)-Civil Division-(CSS) County Services Section
Prosecuting Attorney Office (IA)-Civil Division-(DIR) Director's Office
Prosecuting Attorney Office (IA)-Civil Division-(ES) Employment Section
Prosecuting Attorney Office (IA)-Civil Division-(LUS) Land Use Section
Prosecuting Attorney Office (IA)-Civil Division-(NRS) Natural Resources Section
Prosecuting Attorney Office (IA)-Civil Division-(TRPS) Transportation & Real Property Section
Prosecuting Attorney Office (IA)-Civil Division-(TS) Torts Section
Transportation (Department of)-Airport-(HR) Human Resources
Transportation (Department of)-Deputy Director's Office-(HR) Human Resources

Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.
Category Code Level 2: 08-Misconduct, Discipline, and Grievances: The activity of investigating and responding to employee misconduct, grievances, and disciplinary matters.
<p>Category Code Level 3: PER-08-008</p> <p>Category Title: Whistleblower Investigation Reports</p> <p>Category Description (Description of activity): Agency copies of investigations of allegations of fraud or violations of state laws or regulations. Also includes documentation of investigations into alleged retaliation against individuals making such allegations.</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): GS50-04B-25</p> <p>Cutoff: Case closed</p> <p>Retention Period: 6 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks:</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Finance and Business Operations-(DIR) Director's Office
Executive Services (Department of) -Records and Licensing Services-(DIR) Director's Office
Executive Services (Department of) -Records and Licensing Services-(TEST) Test
Executive Services (Department of)-Director's Office-(DIR) Executive Services Director's Office
Executive Services (Department of)-Facilities Management-(DIR) Director's Office
Natural Resources and Parks (Department of)-Director's Office-(HR) Human Resources
Transportation (Department of)-Airport-(HR) Human Resources

Transportation (Department of)-Deputy Director's Office-(HR) Human Resources
Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.
Category Code Level 2: 08-Misconduct, Discipline, and Grievances: The activity of investigating and responding to employee misconduct, grievances, and disciplinary matters.
<p>Category Code Level 3: PER-08-009</p> <p>Category Title: Workplace Violence Case Files</p> <p>Category Description (Description of activity): Documentation of incidents involving internal workplace violence. Includes investigation, treatment, follow-up, correspondence, corrective measures, etc. May include secondary copies of documentation filed in an individual's personnel file.</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): GS50-05A-24</p> <p>Cutoff: Case closed</p> <p>Retention Period: 6 years*</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks: *"Case closed" is intended to mean that point in time when all investigation and follow-up have been resolved, and no investigation or follow-up are required.</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Finance and Business Operations-(DIR) Director's Office
Executive Services (Department of) -Records and Licensing Services-(DIR) Director's Office
Executive Services (Department of) -Records and Licensing Services-(TEST) Test
Executive Services (Department of)-Director's Office-(DIR) Executive Services Director's Office
Executive Services (Department of)-Facilities Management-(DIR)

Director's Office
Natural Resources and Parks (Department of)-Director's Office-(HR) Human Resources
Transportation (Department of)-Airport-(HR) Human Resources
Transportation (Department of)-Deputy Director's Office-(HR) Human Resources
Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.
Category Code Level 2: 08-Misconduct, Discipline, and Grievances: The activity of investigating and responding to employee misconduct, grievances, and disciplinary matters.
<p>Category Code Level 3: PER-08-010</p> <p>Category Title: Administrative Review Files - Non-Archival</p> <p>Category Description (Description of activity): Records documenting administrative reviews that have not resulted in any of the conditions necessitating permanent retention.</p> <p>Category Notes (Examples of records in this category): This category includes driving review board reports.</p> <p>Rule Number (DAN): LE03-01-05A</p> <p>Cutoff: Completed review</p> <p>Retention Period: 5 years</p> <p>Cross Reference: LE03-01-05R1</p> <p>Essential Record: No</p> <p>Rule Status: Superseded</p> <p>Rule Remarks:</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
King County Sheriff's Office (IA)-Technical Services Division-(IIU) Internal Investigation Unit
Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.
Category Code Level 2: 09-Benefits: The activity of compensating employees via means other than salaries and wages.
<p>Category Code Level 3: PER-09-001</p> <p>Category Title: Unemployment Insurance Claims of Individual</p>

<p>Employees</p> <p>Category Description (Description of activity): Records document the monitoring by Human Resources Division of the third party administration of unemployment insurance claims.</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): GS50-04D-05</p> <p>Cutoff: Claim closed</p> <p>Retention Period: 6 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks: This rule is assigned to PER-09-001 category.</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Human Resources-(RDQAT) Research, Development & Quality Assurance Team
Transportation (Department of)-Transit-(HR) Human Resources
Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.
Category Code Level 2: 09-Benefits: The activity of compensating employees via means other than salaries and wages.
<p>Category Code Level 3: PER-09-002</p> <p>Category Title: Employee Leave Management</p> <p>Category Description (Description of activity): Records requesting, granting or monitoring of family medical leave (FMLA), executive leave, leave donations, and overtime. Cumulative leave, leave balances, etc are managed in the county payroll system. Records in this category support transactions in the payroll system.</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): GS50-04B-09</p> <p>Cutoff: Year end of year when leave or overtime request is completed.</p> <p>Retention Period: 3 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks: Family and Medical Leave Act of 1993 (FMLA) is a federal statute that requires records retention of 3 years.</p>

Archival Status: Not Archival
Archival Remarks:
Department, Division, Sections (DDS) with access to this category:
Adult and Juvenile Detention (Department of)-Adult Detention Division-(ALL) All Sections
Development and Environmental Services (Department of)-General Division-(ALL) All Sections
Executive Services (Department of) -Finance and Business Operations-(BPROS) Benefit, Payroll, and Retirement Operations Section
Executive Services (Department of) -Finance and Business Operations-(DIR) Director's Office
Executive Services (Department of) -Office of Risk Management-(ALL) All Sections
Executive Services (Department of) -Records and Licensing Services-(DIR) Director's Office
Executive Services (Department of) -Records and Licensing Services-(TEST) Test
Executive Services (Department of)-Director's Office-(DIR) Executive Services Director's Office
Executive Services (Department of)-Facilities Management-(DIR) Director's Office
King County Executive Office-Office of Information Resource Management-(CABLE) Cable Communications
King County Executive Office-Office of Information Resource Management-(CIO) Chief Information Office
King County Executive Office-Office of Labor Relations-(ALL) All Sections
King County Sheriff's Office (IA)-Technical Services Division-(BA) Budget & Accounting Section
Natural Resources and Parks (Department of)-Director's Office-(HR) Human Resources

Natural Resources and Parks (Department of)-Parks-(DIR) Director's Office
Prosecuting Attorney Office (IA)-Administration-(ALL) All Sections
Prosecuting Attorney Office (IA)-Civil Division-(ALL) All Sections
Prosecuting Attorney Office (IA)-Civil Division-(CDO) Chief Deputy Office
Prosecuting Attorney Office (IA)-Civil Division-(CS) Contracts Section
Prosecuting Attorney Office (IA)-Civil Division-(CSS) County Services Section
Prosecuting Attorney Office (IA)-Civil Division-(DIR) Director's Office
Prosecuting Attorney Office (IA)-Civil Division-(ES) Employment Section
Prosecuting Attorney Office (IA)-Civil Division-(LUS) Land Use Section
Prosecuting Attorney Office (IA)-Civil Division-(NRS) Natural Resources Section
Prosecuting Attorney Office (IA)-Civil Division-(TRPS) Transportation & Real Property Section
Prosecuting Attorney Office (IA)-Civil Division-(TS) Torts Section
Public Health (Department of)-Community Health Services Division-(ADMIN) Administration
Public Health (Department of)-Correctional Health & Rehab Services-(ALL) All Sections
Transportation (Department of)-Airport-(HR) Human Resources
Transportation (Department of)-Deputy Director's Office-(HR) Human Resources
Transportation (Department of)-Transit-(OPS) Transit Operations
Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.

Category Code Level 2: 09-Benefits: The activity of compensating employees via means other than salaries and wages.

Category Code Level 3: PER-09-003

Category Title: Benefits Studies and Surveys

Category Description (Description of activity): Documentation regarding benefits studies and surveys.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-04D-01

Cutoff: Project completion

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: The retention period for this rule was increased from no retention (the state's retention period) to 6 years after completion of the study or survey. This rule is assigned to PER-09-003 category.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Human Resources-(BU&HRI)
Benefits & Health Reform Initiative

Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.

Category Code Level 2: 09-Benefits: The activity of compensating employees via means other than salaries and wages.

Category Code Level 3: PER-09-004

Category Title: Employee Benefit Contracts, Policies, and Procedures

Category Description (Description of activity): Documents the contracts, policies, and procedures regarding insurance, deferred compensation, health care, etc.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-04D-02

Cutoff: Until superseded or coverage lapses

Retention Period: 6 years

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: This record should be protected from damage or loss by

<p>off-site storage of a security copy, or by keeping a list that identifies the location of other copies inside and outside the agency. This rule is assigned to PER-09-004 category.</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Finance and Business Operations-(BPROS) Benefit, Payroll, and Retirement Operations Section
Executive Services (Department of) -Human Resources-(BU&HRI) Benefits & Health Reform Initiative
Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.
Category Code Level 2: 09-Benefits: The activity of compensating employees via means other than salaries and wages.
<p>Category Code Level 3: PER-09-005</p> <p>Category Title: Monthly Statement of Employee Benefits Paid</p> <p>Category Description (Description of activity): Documentation of the monthly statements of employee benefits paid.</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): Combo Rule PER-09-005</p> <p>Cutoff: Year end</p> <p>Retention Period: 6 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks: This rule is assigned to category PER-09-005</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Finance and Business Operations-(BPROS) Benefit, Payroll, and Retirement Operations Section
Executive Services (Department of) -Human Resources-(BU&HRI) Benefits & Health Reform Initiative
Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.
Category Code Level 2: 09-Benefits: The activity of compensating

employees via means other than salaries and wages.

Category Code Level 3: PER-09-006

Category Title: Employee Benefit Files

Category Description (Description of activity): Documentation of signatures when an employee enrolls in a benefit plan and the benefits that they agree to. Arranged per employee.

Category Notes (Examples of records in this category): Examples of records that go in the employee benefit file are documentation of signatures for enrollment for FSA, HRA VEBA and understanding of retirement eligibility forms.

Rule Number (DAN): GS50-04D-03

Cutoff: Termination or withdrawal

Retention Period: 6 years

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the location of other copies inside and outside the agency.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Finance and Business Operations-(BPROS) Benefit, Payroll, and Retirement Operations Section

Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.

Category Code Level 2: 09-Benefits: The activity of compensating employees via means other than salaries and wages.

Category Code Level 3: PER-09-007

Category Title: Employee Assistance Program Case Files

Category Description (Description of activity): Confidential personal records of the diagnosis of disabling personal problems and recommended professional treatment or problem solving plan together with a history of implementation of the plan.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-04A-06

Cutoff: Last treatment or session

Retention Period: 8 Years

Cross Reference:**Essential Record:** No**Rule Status:** Active

Rule Remarks: PUBLIC DISCLOSURE: This record series has information that is exempted from disclosure under RCW 41.04.730 Employee assistance program - Information confidential - Exceptions. Please contact the public disclosure officer regarding requests for these records. RETENTION: RCW 4.16.350: Action for injuries resulting from health care or related services - Physicians, dentists, nurses, etc. - Hospitals, clinics, nursing homes, etc. REMARKS: The closed case files containing, "substance abuse professional assessments, recommendations, treatment monitoring and outcomes provided by the Employee Assistance Program for those employees who are confirmed positive or refuse testing required by 49 CFR Part 40 Regulations", are sent to King County Department of Transportation, Transit Division, Deputy General Manager, Human Resources for primary retention. The Employee Assistance Program does not retain a copy. This rule is assigned to PER-09-007 category.

Archival Status: Not Archival**Archival Remarks:****Department, Division, Sections (DDS) with access to this category:**

Executive Services (Department of) -Human Resources-(EAP)
Employee Assistance Program

Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.

Category Code Level 2: 10-Recruitment and Hiring: The activity of screening, selecting, and employee individuals. Includes volunteers.

Category Code Level 3: PER-10-001**Category Title:** Employment Requisition and Personnel Action Requests**Category Description (Description of activity):** This category covers all requests for job positions in the county, and the associated background support documents.**Category Notes (Examples of records in this category):** Examples of records covered by this category include but are not limited to: position specifications (PDQ's, job descriptions), needs analysis, and authorization signatures; Term-Limited Temporaries (TLT); Short-Term Temporary (STT); Administrative Interns (AI); and Special Duty.

Rule Number (DAN): GS50-04B-17 Cutoff: Year end Retention Period: 3 years Cross Reference: Essential Record: No Rule Status: Active Rule Remarks: This rule is assigned to PER-10-001 category. Archival Status: Not Archival Archival Remarks:
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Finance and Business Operations-(DIR) Director's Office
Executive Services (Department of) -Human Resources-(RDQAT) Research, Development & Quality Assurance Team
Executive Services (Department of) -Records and Licensing Services-(DIR) Director's Office
Executive Services (Department of) -Records and Licensing Services-(TEST) Test
Executive Services (Department of)-Director's Office-(DIR) Executive Services Director's Office
Executive Services (Department of)-Facilities Management-(DIR) Director's Office
Natural Resources and Parks (Department of)-Director's Office-(HR) Human Resources
Prosecuting Attorney Office (IA)-Administration-(ALL) All Sections
Transportation (Department of)-Airport-(HR) Human Resources
Transportation (Department of)-Deputy Director's Office-(HR) Human Resources
Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.
Category Code Level 2: 10-Recruitment and Hiring: The activity of screening, selecting, and employee individuals. Includes volunteers.
Category Code Level 3: PER-10-002 Category Title: Recruitment Files

Category Description (Description of activity): The activity of screening, selecting and employing of individuals.

Category Notes (Examples of records in this category): Documents the recruitment and selection process for each advertised position, including newspaper announcement, job description, working papers/notes, applicant list, interview questions and notes, selection documents, and employee applications. All consumer reports (which include background checks, credit reports and criminal history reports) for applicants not hired should be retained in a separate file. All consumer reports for hired employees should be maintained as part of the official personnel file, but kept in a separate "confidential" file (see Personnel Files PER-06-002 for further details). For Civil Service Administration, log of requisitions and certifications, copies of certification documents and actions taken, hired, rejected, etc.

Rule Number (DAN): Combo Rule PER-10-002

Cutoff: Year end

Retention Period: 3 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: RCW 4.16.080 (2) Limitation of action for EEO discrimination complaints is 3 years. This rule is assigned to category PER-10-002.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:
Adult and Juvenile Detention (Department of)-Adult Detention Division-(ALL) All Sections
Community and Human Services (Department of)-Director's Office-(ALL) All Sections
Executive Services (Department of) -Finance and Business Operations-(DIR) Director's Office
Executive Services (Department of) -Human Resources-(CS) Civil Service
Executive Services (Department of) -Human Resources-(DIR) Director's Office

Executive Services (Department of) -Human Resources-(DMS) Diversity, Affirmative Action & Recruitment
Executive Services (Department of) -Records and Licensing Services-(DIR) Director's Office
Executive Services (Department of) -Records and Licensing Services-(RAS) Regional Animal Services
Executive Services (Department of) -Records and Licensing Services-(TEST) Test
Executive Services (Department of)-Director's Office-(DIR) Executive Services Director's Office
Executive Services (Department of)-Facilities Management-(DIR) Director's Office
Judicial Administration (Department of)-Finance Division-(ALL) All Sections
King County Council (IA)-Clerk of the Council-(ALL) All Sections
King County Executive Office-Executive's Office-(ALL) All Sections
King County Executive Office-Office of Information Resource Management-(ALL) All Sections
King County Superior Court (IA)-General Division-(ALL) All Sections
Natural Resources and Parks (Department of)-Director's Office-(HR) Human Resources
Natural Resources and Parks (Department of)-Wastewater Treatment-(ALL) All Sections
Prosecuting Attorney Office (IA)-Administration-(ALL) All Sections
Public Health (Department of)-Community Health Services Division-(ADMIN) Administration
Public Health (Department of)-Correctional Health & Rehab Services-(ALL) All Sections
Public Health (Department of)-Finance and Administrative Services Division-(HR) Human Resources
Transportation (Department of)-Airport-(HR) Human Resources

Transportation (Department of)-Deputy Director's Office-(HR) Human Resources
Transportation (Department of)-Fleet-(ALL) All Sections
Transportation (Department of)-Transit-(HR) Human Resources
Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.
Category Code Level 2: 10-Recruitment and Hiring: The activity of screening, selecting, and employee individuals. Includes volunteers.
<p>Category Code Level 3: PER-10-003</p> <p>Category Title: Volunteer Applications Not Accepted</p> <p>Category Description (Description of activity): Volunteer applications that have been denied or are otherwise ineligible.</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): GS50-04B-24</p> <p>Cutoff: When application denied</p> <p>Retention Period: 1 year</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks:</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Records and Licensing Services-(RAS) Regional Animal Services
Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.
Category Code Level 2: 10-Recruitment and Hiring: The activity of screening, selecting, and employee individuals. Includes volunteers.
<p>Category Code Level 3: PER-10-004</p> <p>Category Title: Eligibility Lists</p> <p>Category Description (Description of activity): Listings of individuals eligible to fill specific positions. Also includes examinations of those applicants that are on eligibility lists but have not been hired.</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): Combo Rule PER-10-004</p>

<p>Cutoff: Superseded</p> <p>Retention Period: 10 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks: NOTE 1:The retention period for this record series has been increased from 2 years to 10 years. This change accomodates Civil Service Administration needs to review previous lists for a longer period of time. NOTE 2:This rule is assigned to category PER-10-004.</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Finance and Business Operations-(DIR) Director's Office
Executive Services (Department of) -Human Resources-(CS) Civil Service
Executive Services (Department of) -Records and Licensing Services-(DIR) Director's Office
Executive Services (Department of) -Records and Licensing Services-(TEST) Test
Executive Services (Department of)-Director's Office-(DIR) Executive Services Director's Office
Prosecuting Attorney Office (IA)-Administration-(ALL) All Sections
Public Health (Department of)-Community Health Services Division-(ADMIN) Administration
Public Health (Department of)-Correctional Health & Rehab Services-(ALL) All Sections
Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.
Category Code Level 2: 11-Staff Development and Training:The activity of enhancing employees' competencies and skills through programs and training.
<p>Category Code Level 3: PER-11-001</p> <p>Category Title: Training Availability Announcements / Notices</p> <p>Category Description (Description of activity): The activity of</p>

communicating training opportunities to county employees.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-04G-03

Cutoff: When obsolete or superseded

Retention Period: 2 Years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: The retention period of 2 years after the cutoff date was assigned to this series to be consistent with ACO-01-001, General Office Communications, Meetings and Working Files. This is in excess of the State minimum retention period. The State retention schedule allows for immediate destruction of records, once obsolete or superseded. This rule is assigned to PER-11-001 category. This rule is also part of Combo Rule ACO-01-001.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Human Resources-(TOD)
Training & Organizational Development

Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.

Category Code Level 2: 11-Staff Development and Training: The activity of enhancing employees' competencies and skills through programs and training.

Category Code Level 3: PER-11-002

Category Title: Training Curriculum and Administration Records

Category Description (Description of activity): The activity of documenting training curriculum, enrollment, attendance and successful completion of training.

Category Notes (Examples of records in this category): This category includes but is not limited to training curriculum or summary; class enrollment, attendance and completion documents. The official employee training history file (GS50-04G-01) has been maintained by the PeopleSoft system since 1/1/1996 these records do not need to be printed out. Department of Executive Services, Human Resource Division, Training section maintains paper rosters dating back to 1979 that are not in the PeopleSoft system. The official employee history file

<p>is managed in place by the PeopleSoft system and in paper by the Training Section.</p> <p>Rule Number (DAN): GS50-04G-02</p> <p>Cutoff: Cutoff is year end for training/class completion reports and superseded date for training curriculum.</p> <p>Retention Period: 3 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks: This rule is assigned to PER-11-002 category.</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Human Resources-(TOD) Training & Organizational Development
Executive Services (Department of) -Records and Licensing Services-(ARMMS) Archives, Records Management and Mail Services
Executive Services (Department of) -Records and Licensing Services-(TEST) Test
Executive Services (Department of)-Director's Office-(DIR) Executive Services Director's Office
King County Executive Office-Executive's Office-(ALL) All Sections
Public Health (Department of)-Emergency Medical Services Division-(ALL) All Sections
Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.
Category Code Level 2: 11-Staff Development and Training:The activity of enhancing employees' competencies and skills through programs and training.
<p>Category Code Level 3: PER-11-003</p> <p>Category Title: Continuing Professional Education Training Files</p> <p>Category Description (Description of activity): Records documenting the continuing education requirements to retain relevant certification.</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): GS50-05A-23</p> <p>Cutoff: Completion of any review required for professional education</p>

<p>such as peer reviews</p> <p>Retention Period: 4 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks:</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Category Code Level 1: PER-Personnel Management: The functions related to all phases of personnel administration.
Category Code Level 2: 11-Staff Development and Training:The activity of enhancing employees' competencies and skills through programs and training.
<p>Category Code Level 3: PER-11-004</p> <p>Category Title: Hazardous Materials Trained Personnel</p> <p>Category Description (Description of activity): Includes certifications and lists of persons trained in handling hazardous materials, such as asbestos. Includes attendance information and completion date.</p> <p>Category Notes (Examples of records in this category): ESSENTIAL RECORD. Needs security microfilm backup.</p> <p>Rule Number (DAN): GS50-19-09</p> <p>Cutoff: Year end</p> <p>Retention Period: 50 years</p> <p>Cross Reference:</p> <p>Essential Record: Yes</p> <p>Rule Status: Active</p> <p>Rule Remarks: This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. NOTE: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Natural Resources and Parks (Department of)-Wastewater Treatment-(ALL) All Sections
Category Code Level 1: PER-Personnel Management: The functions

related to all phases of personnel administration.

Category Code Level 2: 12-Human Resources Quality Assurance:The activity of studying human resource practices and reporting on performance and development of best practices.

Category Code Level 3: PER-12-001

Category Title: Quality Assurance Audits and Reports

Category Description (Description of activity): Includes reports and publications on human resource performance audits, reporting on body of work for the Career Service Review Committee, HR Checkup publications and other reports.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-03F-02

Cutoff: Completion of report

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: This rule is assigned to PER-12-001.

Archival Status: Archival

Archival Remarks: This record can be transferred to the King County Archives after disposition approval from the agency.

Department, Division, Sections (DDS) with access to this category:

Executive Services (Department of) -Human Resources-(RDQAT)
Research, Development & Quality Assurance Team

King County Council (IA)-County Auditor-(ALL) All Sections

King County Executive Office-Office of Information Resource
Management-(ALL) All Sections

Public Health (Department of)-Director's Office-(ALL) All Sections

Public Health (Department of)-Finance and Administrative Services
Division-(ADMIN) Administration

Public Health (Department of)-Finance and Administrative Services
Division-(AS) Accounting Services

Transportation (Department of)-Transit-(PRO) Paratransit/Rideshare
Operations

Category Code Level 1: PHL-Public Health Management:The functions related to public health care.

Category Code Level 2: 01-Administrative-Business Office: The activity of managing the administrative functions of public health management.

Category Code Level 3: PHL-01-001

Category Title: Encounter Forms

Category Description (Description of activity): These are fiscal forms originating in the clinics when a client/patient receives medical or dental services. There are separate forms for Pediatrics, Family Health, Immunizations, Refugee Screening, etc. They basically document the same information including patient name and other identifiers, diagnoses and procedure codes, as well as program, grant, homeless and statistical information. Providers circle the codes on paper copies and enter the information into various patient electronic management systems. The paper forms remain at the clinics as a backup for audit purposes but are not the primary record. The electronic information is accessible to centralized administration staff and the clinic. Payment can be either self-pay or third party billing.

Category Notes (Examples of records in this category):

Rule Number (DAN): Combo Rule PHL-01-001

Cutoff: Year End

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: NOTE 1: These forms contain "protected health information (PHI)" and require confidential destruction. Check department policy for the method of destruction. NOTE 2: Primary or original paper copies are located in the clinics until they are sent to inactive storage at the Records Center. NOTE 3: This rule is assigned to category PHL-01-001

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Community and Human Services (Department of)-Community Services -(ALL) All Sections

Public Health (Department of)-Correctional Health & Rehab Services-(ALL) All Sections

Public Health (Department of)-Director's Office-(ALL) All Sections

Public Health (Department of)-Finance and Administrative Services Division-(AS) Accounting Services
Public Health (Department of)-Finance and Administrative Services Division-(MIS) Management Information Systems
Public Health (Department of)-Prevention Division-(EPI) Epidemiology
Public Health (Department of)-Prevention Division-(STD) STD Clinic
Public Health (Department of)-Prevention Division-(TB) Tuberculosis
Category Code Level 1: PHL-Public Health Management:The functions related to public health care.
Category Code Level 2: 01-Administrative-Business Office: The activity of managing the administrative functions of public health management.
<p>Category Code Level 3: PHL-01-002</p> <p>Category Title: DSHS Billing Records</p> <p>Category Description (Description of activity): This category covers records of claims paid or denied by DSHS.</p> <p>Category Notes (Examples of records in this category): This category specifically covers Medical Assistance Remittance and Status Reports and other claims documents.</p> <p>Rule Number (DAN): HE55-01A-06</p> <p>Cutoff: After audit or expiration of contract, whichever is longer</p> <p>Retention Period: 3 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks:</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Public Health (Department of)-Community Health Services Division-(ADMIN) Administration
Category Code Level 1: PHL-Public Health Management:The functions related to public health care.
Category Code Level 2: 01-Administrative-Business Office: The activity of managing the administrative functions of public health management.

Category Code Level 3: PHL-01-003

Category Title: Monthly Reports

Category Description (Description of activity): Statistical and/or narrative reports sent to DOH, Board of Health, and other agencies documenting agency activities and programs. Also used for state and federal audits.

Category Notes (Examples of records in this category):

Rule Number (DAN): HE55-01A-11

Cutoff: Year end

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Public Health (Department of)-Community Health Services Division-(ADMIN) Administration

Category Code Level 1: PHL-Public Health Management: The functions related to public health care.

Category Code Level 2: 02-Pharmacy: The activity of managing public health's pharmacy operations.

Category Code Level 3: PHL-02-001

Category Title: Pharmacy Accountability Records for All Substances Dispensed, Including Controlled Substances

Category Description (Description of activity): Pharmacy program records that document the receipt, transfer, use, storage, inventory and accountability records for all substances dispensed including controlled substances.

Category Notes (Examples of records in this category): Records include, but are not limited to: clinics and private provider requisitions; drug purchase receipts; controlled substance inventory records; medication inventory records; drug tallies; drug inventory records; drug destruction records; and refrigerator control and other storage condition monitoring records.

Rule Number (DAN): Combo Rule PHL-02-001

Cutoff: Year end

<p>Retention Period: 6 Years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks: Reference 21 CFR 1306.25 and WAC 246-869-100 and WAC 246-887-020 (4). This WAC requires a retention period of 2 years. The retention for this record series has been extended to 6 years to be consistent with Reference WAC 246-873-080 (11) Drug errors.</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Public Health (Department of)-Community Health Services Division-(PHARM) Pharmacy
Public Health (Department of)-Community Health Services Division-(Records) Health Records
Public Health (Department of)-Correctional Health & Rehab Services-(ALL) All Sections
Public Health (Department of)-Emergency Medical Services Division-(ALL) All Sections
Public Health (Department of)-Finance and Administrative Services Division-(ADMIN) Administration
Public Health (Department of)-Prevention Division-(EPI) Epidemiology
Category Code Level 1: PHL-Public Health Management:The functions related to public health care.
Category Code Level 2: 02-Pharmacy: The activity of managing public health's pharmacy operations.
<p>Category Code Level 3: PHL-02-002</p> <p>Category Title: Prescriptions</p> <p>Category Description (Description of activity): Includes original prescriptions, transferred prescriptions, and prescription refills.</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): HO55-03O-22</p> <p>Cutoff: Year end</p> <p>Retention Period: 6 years</p> <p>Cross Reference:</p>

<p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks: Reference WAC 246-904-070, WAC 246-869-100. This WAC requires a retention period of 2 years. The retention for this record series has been extended to 6 years to be consistent with Reference WAC 246-873-080 (11) Drug errors</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Public Health (Department of)-Community Health Services Division-(PHARM) Pharmacy
Public Health (Department of)-Community Health Services Division-(Records) Health Records
Public Health (Department of)-Correctional Health & Rehab Services-(ALL) All Sections
Category Code Level 1: PHL-Public Health Management:The functions related to public health care.
Category Code Level 2: 02-Pharmacy: The activity of managing public health's pharmacy operations.
<p>Category Code Level 3: PHL-02-003</p> <p>Category Title: Drug Distribution Error Incident Reports</p> <p>Category Description (Description of activity):</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): HO55-03O-10</p> <p>Cutoff: Year end</p> <p>Retention Period: 6 Years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks: Reference WAC 246-873-080 (11) Drug errors. All drug errors shall upon discovery be recorded in an incident report and reported to the prescribing practitioner and to the pharmacy. Copies all the related records to the drug distribution error should be filed in the case file for the incident and retained according to INCIDENT REPORTS AND ACCIDENT CLAIMS FOR DAMAGES FILED AGAINST THE AGENCY BY OTHER PARTIES, AND BY THE AGENCY AGAINST OTHER PARTIES (CLAIMS MADE OR PER</p>

<p>OCCURRENCE), HE50-06C-14.</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Public Health (Department of)-Community Health Services Division-(PHARM) Pharmacy
Public Health (Department of)-Community Health Services Division-(Records) Health Records
Category Code Level 1: PHL-Public Health Management:The functions related to public health care.
Category Code Level 2: 02-Pharmacy: The activity of managing public health's pharmacy operations.
<p>Category Code Level 3: PHL-02-004</p> <p>Category Title: Patient Medication Profiles</p> <p>Category Description (Description of activity): This document must be reviewed before dispensing medications to an individual to determine potential problems with drug interactions, drug allergies, or therapeutic duplications.</p> <p>Category Notes (Examples of records in this category): A list of medications, dates of dispensing, quantity, directions and refills for individual patients.</p> <p>Rule Number (DAN): S89-071-03</p> <p>Cutoff: Year end</p> <p>Retention Period: 15 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks: Online since 1986.</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Public Health (Department of)-Community Health Services Division-(PHARM) Pharmacy
Public Health (Department of)-Community Health Services Division-(Records) Health Records
Category Code Level 1: PHL-Public Health Management:The functions

related to public health care.

Category Code Level 2: 03-Clinic: The activity of managing public health's clinic operations

Category Code Level 3: PHL-03-001

Category Title: Occupational Health Records

Category Description (Description of activity): This series tracks the health of non-King County employees that are potentially exposed to hazardous work conditions. King County Public Health contracted to perform service and maintain records. These records monitor pre-employment health and compare with on-the-job health.

Category Notes (Examples of records in this category): This records series includes pre-placement physicals, asbestos screenings, medical monitoring charts, respiratory clearances, and other special screening exams. These records are mainly produced by King County North Clinic.

Rule Number (DAN): KC00-001-01

Cutoff: Last visit or contact

Retention Period: 70 years

Cross Reference:

Essential Record: No

Rule Status: Obsolete

Rule Remarks: 8/15/2008 PH Note: This series needs to be processed to obsolete status as of 12/31/2006 when the program ended. References: GS55-01D.10 GS50-019.01 WAC 296-62-05201 through 296-62-05207. Retention period exceeds State General Retention Schedule minimums due to system of filing. Records are all filed together and termination of employment is not tracked or known; summary copies only of health records with Personnel departments of outside King County agencies.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Public Health (Department of)-Community Health Services Division-(Records) Health Records

Public Health (Department of)-Correctional Health & Rehab Services-(ALL) All Sections

Category Code Level 1: PHL-Public Health Management:The functions related to public health care.

Category Code Level 2: 03-Clinic: The activity of managing public health's clinic operations

Category Code Level 3: PHL-03-002

Category Title: Intrauterine Devices (IUD) Insertion Charts

Category Description (Description of activity): Medical records of insertion of intrauterine devices done by King County Public Health Clinics.

Category Notes (Examples of records in this category): Lippes Loop (no longer used, one time records series)

Rule Number (DAN): KC00-001-02A

Cutoff: Date of insertion

Retention Period: 75 years

Cross Reference:

Essential Record: No

Rule Status: Obsolete

Rule Remarks: Reference GS55-01B-01 Exceeds State General Schedule retention period due to the product liability of the devices. THIS IS AN OBSOLETE RECORD SERIES. This record series covers only records for the Lippes Loop which are no longer used. The last date of insertion for the Lippes Loop IUD was 1995. When the retention period of 75 years has passed, in 2070, the Washington State Local Records Committee should be informed that this is an obsolete record series no longer in use.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Public Health (Department of)-Community Health Services Division-(Records) Health Records

Public Health (Department of)-Correctional Health & Rehab Services-(ALL) All Sections

Category Code Level 1: PHL-Public Health Management:The functions related to public health care.

Category Code Level 2: 03-Clinic: The activity of managing public health's clinic operations

Category Code Level 3: PHL-03-003

Category Title: Client/Patient Health Care Information Record - Minors (Under age 18))

Category Description (Description of activity): All client health

records that meet the Public Health definition of a health record (Public Health Privacy Policy definitions document).

Category Notes (Examples of records in this category): Excluded from this category are the following record types: Billing, administrative, research, surveillance/outbreak, employee health records and occupational health records (obsolete program for non-King County employees). The category is applicable for all Public Health programs that create health records per the above requirements, including but not limited to : Child Care Health Program; Dental/Oral Health; Family Planning (including but not limited to intrauterine devices; Family Practice; General Clinic (including but not limited to Drug, Alcohol, Mental Health); HIV/AIDS; Immunizations; Jail Health Services; Northwest Family Services; Regional Health Outreach Services; Sexually Transmitted Diseases (STD); Tuberculosis; Woman, Infants and Children; Medical Incident Reports (EMS).

Rule Number (DAN): HE55-01B-01A

Cutoff: Last visit or age 17

Retention Period: 8 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Check the Public Health Privacy Policy for the most current version. The Jail Health PEARL ELECTRONIC MEDICAL RECORD SYSTEM, electronic imaging system has been approved by the Washington State Archivist per WAC 434-663. This system stores the official health record. Paper records that have been imaged and verified on the PEARL system can be destroyed using disposition authority number: GS50-09-14, SOURCE DOCUMENTS DIGITIZED BY APPROVED EIS APPLICATION. The Professional Practice Committee at Public Health has adopted a policy of retaining client/patient health care information records for minors for 8 years after the age of 17 as described in RCW 4.16.350 and is consistent with the Washington State Retention Schedule for Health Districts. 1. DEYOUNG V. PROVIDENCE MEDICAL CENTER, 136 WN.2D 136 (1998) 2. RCW 4.16.350: ACTION FOR INJURIES RESULTING FROM HEALTH CARE OR RELATED SERVICES - PHYSICIANS, DENTISTS, NURSES, ETC. - HOSPITALS, CLINICS, NURSING HOMES, ETC. 3. RCW 70.41.190 MEDICAL RECORDS OF PATIENTS - RETENTION AND PRESERVATION 4. RCW

<p>70.02.160 RETENTION OF RECORD: This law requires retention of medical records for a year after receipt of authorization for release of medical information.</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Adult and Juvenile Detention (Department of)-Juvenile Detention Division-(ALL) All Sections
Community and Human Services (Department of)-Community Services -(ALL) All Sections
Community and Human Services (Department of)-Mental Health, Chemical Abuse and Dependency Services-(ALL) All Sections
Judicial Administration (Department of)-Juvenile Division-(ALL) All Sections
King County Superior Court (IA)-General Division-(ALL) All Sections
Public Health (Department of)-Community Health Services Division-(Records) Health Records
Public Health (Department of)-Director's Office-(ALL) All Sections
Public Health (Department of)-Emergency Medical Services Division-(ALL) All Sections
Public Health (Department of)-Prevention Division-(ADMIN) Administration
Public Health (Department of)-Prevention Division-(EPI) Epidemiology
Category Code Level 1: PHL-Public Health Management:The functions related to public health care.
Category Code Level 2: 03-Clinic: The activity of managing public health's clinic operations
<p>Category Code Level 3: PHL-03-004</p> <p>Category Title: Client/Patient Health Care Information Record - Adults (Age 18 and older)</p> <p>Category Description (Description of activity): All client health records that meet the Public Health definition of a health record (Public Health Privacy Policy definitions document).</p>

Category Notes (Examples of records in this category): Excluded from this category are the following record types: Billing, administrative, research, surveillance/outbreak, employee health records and occupational health records (obsolete program for non-King County employees). The category is applicable for all Public Health programs that create health records per the above requirements, including but not limited to : Child Care Health Program; Dental/Oral Health; Family Planning (including but not limited to intrauterine devices; Family Practice; General Clinic (including but not limited to Drug, Alcohol, Mental Health); HIV/AIDS; Immunizations; Jail Health Services; Northwest Family Services; Regional Health Outreach Services; Sexually Transmitted Diseases (STD); Tuberculosis; Woman, Infants and Children; Medical Incident Reports (EMS).

Rule Number (DAN): HE55-01B-01B

Cutoff: Last visit

Retention Period: 10 Years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks: Check the Public Health Privacy Policy for the most current version. The Jail Health PEARL ELECTRONIC MEDICAL RECORD SYSTEM, electronic imaging system has been approved by the Washington State Archivist per WAC 434-663. This system stores the official health record. Paper records that have been imaged and verified on the PEARL system can be destroyed using disposition authority number: GS50-09-14, SOURCE DOCUMENTS DIGITIZED BY APPROVED EIS APPLICATION. The Professional Practice Committee at Public Health has adopted a policy of retaining client/patient health care information records for minors for 8 years after the age of 17 as described in RCW 4.16.350 and is consistent with the Washington State Retention Schedule for Health Districts. 1. DEYOUNG V. PROVIDENCE MEDICAL CENTER, 136 WN.2D 136 (1998) 2. RCW 4.16.350: ACTION FOR INJURIES RESULTING FROM HEALTH CARE OR RELATED SERVICES - PHYSICIANS, DENTISTS, NURSES, ETC. - HOSPITALS, CLINICS, NURSING HOMES, ETC. 3. RCW 70.41.190 MEDICAL RECORDS OF PATIENTS - RETENTION AND PRESERVATION 4. RCW 70.02.160 RETENTION OF RECORD: This law requires retention of medical records for a year after receipt of authorization for release of

<p>medical information.</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Adult and Juvenile Detention (Department of)-Adult Detention Division-(ALL) All Sections
Community and Human Services (Department of)-Mental Health, Chemical Abuse and Dependency Services-(ALL) All Sections
Public Health (Department of)-Community Health Services Division-(Records) Health Records
Public Health (Department of)-Director's Office-(ALL) All Sections
Public Health (Department of)-Prevention Division-(EPI) Epidemiology
Category Code Level 1: PHL-Public Health Management:The functions related to public health care.
Category Code Level 2: 03-Clinic: The activity of managing public health's clinic operations
<p>Category Code Level 3: PHL-03-005</p> <p>Category Title: Vaccine Accountability Record</p> <p>Category Description (Description of activity): Record of the disposition of vaccines.</p> <p>Category Notes (Examples of records in this category): None</p> <p>Rule Number (DAN): HE55-01C-17</p> <p>Cutoff: Date of document</p> <p>Retention Period: 6 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks:</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Public Health (Department of)-Community Health Services Division-(Records) Health Records
Public Health (Department of)-Correctional Health & Rehab Services-

(ALL) All Sections
Public Health (Department of)-Finance and Administrative Services Division-(ADMIN) Administration
Public Health (Department of)-Prevention Division-(EPI) Epidemiology
Category Code Level 1: PHL-Public Health Management:The functions related to public health care.
Category Code Level 2: 03-Clinic: The activity of managing public health's clinic operations
Category Code Level 3: PHL-03-006 Category Title: Appointment Books and Registers Category Description (Description of activity): Record of patients seen, health providers, and programs or services. Category Notes (Examples of records in this category): Rule Number (DAN): HE55-01C-04 Cutoff: Year end Retention Period: 2 years Cross Reference: Essential Record: No Rule Status: Active Rule Remarks: Archival Status: Not Archival Archival Remarks:
Department, Division, Sections (DDS) with access to this category:
Public Health (Department of)-Community Health Services Division-(Records) Health Records
Category Code Level 1: PHL-Public Health Management:The functions related to public health care.
Category Code Level 2: 04-Laboratory: The activity of managing public health's laboratory services
Category Code Level 3: PHL-04-001 Category Title: Clinical Lab Records Category Description (Description of activity): Category Notes (Examples of records in this category): Rule Number (DAN): HE55-02H-02 Cutoff: Year end

<p>Retention Period: 2 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks: Clinical Lab records must be maintained as described in WAC 246-338-070 "Medical Test Site Rules - Records" and Table 070(1), published in 2000.</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Public Health (Department of)-Community Health Services Division-(Records) Health Records
Public Health (Department of)-Correctional Health & Rehab Services-(ALL) All Sections
Public Health (Department of)-Finance and Administrative Services Division-(AS) Accounting Services
Public Health (Department of)-Prevention Division-(LAB) Laboratory
Public Health (Department of)-Prevention Division-(VS) Vital Statistics
Category Code Level 1: PHL-Public Health Management:The functions related to public health care.
Category Code Level 2: 05-Coroners and Medical Examiners: The activity of managing the documentation regarding coroners and medical examiners.
<p>Category Code Level 3: PHL-05-001</p> <p>Category Title: Coroner/Medical Examiner Investigation Files</p> <p>Category Description (Description of activity): Reports, transmittals and other documentation of laboratory and investigative work</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): GS50-34-03</p> <p>Cutoff: Investigation closed</p> <p>Retention Period: PERMANENT</p> <p>Cross Reference:</p> <p>Essential Record: Yes</p> <p>Rule Status: Active</p> <p>Rule Remarks: If suspicion of foul play and case is unsolved after 7 years, file may be microfilmed in lieu of retaining original record. The</p>

<p>information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Records and Licensing Services-(BOX) Records Center Boxes
Public Health (Department of)-Prevention Division-(ME) Medical Examiner
Category Code Level 1: PHL-Public Health Management:The functions related to public health care.
Category Code Level 2: 05-Coroners and Medical Examiners: The activity of managing the documentation regarding coroners and medical examiners.
<p>Category Code Level 3: PHL-05-002</p> <p>Category Title: Death Reports and Indigent Burial Documentation</p> <p>Category Description (Description of activity):</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): GS50-34-04</p> <p>Cutoff: Year end</p> <p>Retention Period: 6 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks:</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Records and Licensing Services-(BOX) Records Center Boxes
King County Sheriff's Office (IA)-Technical Services Division-(Records) Records Unit
Public Health (Department of)-Prevention Division-(ME) Medical Examiner
Category Code Level 1: PHL-Public Health Management:The functions

related to public health care.

Category Code Level 2: 05-Coroners and Medical Examiners: The activity of managing the documentation regarding coroners and medical examiners.

Category Code Level 3: PHL-05-003

Category Title: Inquests

Category Description (Description of activity):

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-34-05

Cutoff: Closed

Retention Period: PERMANENT

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

King County Sheriff's Office (IA)-Technical Services Division-(Records) Records Unit

Category Code Level 1: PHL-Public Health Management:The functions related to public health care.

Category Code Level 2: 05-Coroners and Medical Examiners: The activity of managing the documentation regarding coroners and medical examiners.

Category Code Level 3: PHL-05-004

Category Title: Morgue Registers

Category Description (Description of activity):

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-34-06

Cutoff: Year end

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:
Department, Division, Sections (DDS) with access to this category:
Category Code Level 1: PHL-Public Health Management:The functions related to public health care.
Category Code Level 2: 05-Coroners and Medical Examiners: The activity of managing the documentation regarding coroners and medical examiners.
Category Code Level 3: PHL-05-005 Category Title: Personal Property Documentation for Deceased Persons Category Description (Description of activity): Category Notes (Examples of records in this category): Rule Number (DAN): GS50-34-07 Cutoff: Year end Retention Period: 3 years Cross Reference: Essential Record: No Rule Status: Active Rule Remarks: Archival Status: Not Archival Archival Remarks:
Department, Division, Sections (DDS) with access to this category:
King County Sheriff's Office (IA)-Technical Services Division-(Records) Records Unit
Category Code Level 1: PHL-Public Health Management:The functions related to public health care.
Category Code Level 2: 05-Coroners and Medical Examiners: The activity of managing the documentation regarding coroners and medical examiners.
Category Code Level 3: PHL-05-006 Category Title: Photographic and Video Documentation of Death Investigations Category Description (Description of activity): Category Notes (Examples of records in this category): Rule Number (DAN): GS50-34-08 Cutoff: Close of investigation Retention Period: 3 years Cross Reference: Essential Record: No

<p>Rule Status: Active</p> <p>Rule Remarks:</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
King County Sheriff's Office (IA)-Technical Services Division-(Records) Records Unit
Category Code Level 1: PHL-Public Health Management:The functions related to public health care.
Category Code Level 2: 05-Coroners and Medical Examiners: The activity of managing the documentation regarding coroners and medical examiners.
<p>Category Code Level 3: PHL-05-007</p> <p>Category Title: Medical Examiner Ledger</p> <p>Category Description (Description of activity): Complete coroner/medical examiner record listed by date both chronological and alphabetical.</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): GS50-34-02</p> <p>Cutoff: Year end</p> <p>Retention Period: PERMANENT</p> <p>Cross Reference:</p> <p>Essential Record: Yes</p> <p>Rule Status: Active</p> <p>Rule Remarks: The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Public Health (Department of)-Prevention Division-(ME) Medical Examiner
Category Code Level 1: PHL-Public Health Management:The functions related to public health care.
Category Code Level 2: 06-Environmental and Health Services: The activity of monitoring and investigating environmental health issues that can include buildings and property, food and dairy, and hazardous waste.

<p>Category Code Level 3: PHL-06-001</p> <p>Category Title: Permits and Approvals</p> <p>Category Description (Description of activity):</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): HE55-01J-14</p> <p>Cutoff: Year end</p> <p>Retention Period: 6 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks:</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
<p>Public Health (Department of)-Environmental Health Services</p> <p>Division-(ALL) All Sections</p>
Category Code Level 1: PHL-Public Health Management:The functions related to public health care.
Category Code Level 2: 06-Environmental and Health Services: The activity of monitoring and investigating environmental health issues that can include buildings and property, food and dairy, and hazardous waste.
<p>Category Code Level 3: PHL-06-002</p> <p>Category Title: Planning Department Recommendations</p> <p>Category Description (Description of activity):</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): HE55-01J-15</p> <p>Cutoff: Year end</p> <p>Retention Period: 6 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks:</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
<p>Public Health (Department of)-Environmental Health Services</p> <p>Division-(ALL) All Sections</p>

Category Code Level 1: PHL-Public Health Management:The functions related to public health care.
Category Code Level 2: 06-Environmental and Health Services: The activity of monitoring and investigating environmental health issues that can include buildings and property, food and dairy, and hazardous waste.
<p>Category Code Level 3: PHL-06-003</p> <p>Category Title: Complaints Filed</p> <p>Category Description (Description of activity): Files of complaints submitted to the environmental health division.</p> <p>Category Notes (Examples of records in this category): Includes nature of report, record of investigations, and results.</p> <p>Rule Number (DAN): HE55-01K-02</p> <p>Cutoff: Year end</p> <p>Retention Period: 6 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks:</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Public Health (Department of)-Environmental Health Services Division-(ALL) All Sections
Category Code Level 1: PHL-Public Health Management:The functions related to public health care.
Category Code Level 2: 06-Environmental and Health Services: The activity of monitoring and investigating environmental health issues that can include buildings and property, food and dairy, and hazardous waste.
<p>Category Code Level 3: PHL-06-004</p> <p>Category Title: Waste Permits</p> <p>Category Description (Description of activity): Public and private agencies applications, approvals, correspondence, etc., for disposal of contaminated soils and other industrial waste.</p> <p>Category Notes (Examples of records in this category): Used to verify materials being disposed of.</p> <p>Rule Number (DAN): HE55-01M-04</p> <p>Cutoff: None</p> <p>Retention Period: Permanent</p>

Cross Reference: Essential Record: No Rule Status: Active Rule Remarks: Archival Status: Not Archival Archival Remarks:
Department, Division, Sections (DDS) with access to this category:
Public Health (Department of)-Environmental Health Services Division-(ALL) All Sections
Category Code Level 1: PHL-Public Health Management:The functions related to public health care.
Category Code Level 2: 07-Social Services: The activity of managing the documentation regarding adult social services.
Category Code Level 3: PHL-07-001 Category Title: Involuntary Commitment Case Files - Social Services (Proceedings Completed and Case Closed) Category Description (Description of activity): Category Notes (Examples of records in this category): Rule Number (DAN): GS50-25-05 Cutoff: last contact Retention Period: 10 Years Cross Reference: Essential Record: No Rule Status: Active Rule Remarks: RCW 4.16.350 RCW 71.05.212 Cutoff (last contact) based on last intake or last date of detention whichever is later. DCHS-MHCAD-Crisis and Commitment have an approved EIS allowing them to image this record series and maintain the image as the primary record. Paper copies of these records can be dispositioned under Source Records - Imaged (Non-Archival), GS50-09-14 Rev.1 Archival Status: Not Archival Archival Remarks:
Department, Division, Sections (DDS) with access to this category:
Community and Human Services (Department of)-Community Services -(ALL) All Sections
Community and Human Services (Department of)-Mental Health, Chemical Abuse and Dependency Services-(ALL) All Sections

King County Superior Court (IA)-General Division-(ALL) All Sections
Category Code Level 1: PHL-Public Health Management:The functions related to public health care.
Category Code Level 2: 07-Social Services: The activity of managing the documentation regarding adult social services.
<p>Category Code Level 3: PHL-07-002</p> <p>Category Title: Client Case Files (Support Services)</p> <p>Category Description (Description of activity): Support services that do not include the activity of health care screening or provision of health care treatment. Case files document the support services provided and participation in the program.</p> <p>Category Notes (Examples of records in this category): Examples include support service programs for financial assistance, employment, child care, aging, youth & family, women's, veterans and housing.</p> <p>Rule Number (DAN): GS50-25-08</p> <p>Cutoff: Close of case</p> <p>Retention Period: 6 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks:</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Community and Human Services (Department of)-Community Services -(ALL) All Sections
Community and Human Services (Department of)-Director's Office-(ALL) All Sections
Community and Human Services (Department of)-Mental Health, Chemical Abuse and Dependency Services-(ALL) All Sections
Community and Human Services (Department of)-Office of the Public Defender-(ALL) All Sections
Executive Services (Department of) -Human Resources-(DIR) Director's Office
Category Code Level 1: PHL-Public Health Management:The functions related to public health care.

Category Code Level 2: 07-Social Services: The activity of managing the documentation regarding adult social services.

Category Code Level 3: PHL-07-003

Category Title: Facilities Inspections and Certifications

Category Description (Description of activity):

Category Notes (Examples of records in this category):

Rule Number (DAN): GS50-25-04

Cutoff: Until superseded or terminated

Retention Period: 6 years

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

Community and Human Services (Department of)-Community Services -(ALL) All Sections

Community and Human Services (Department of)-Director's Office-(ALL) All Sections

Community and Human Services (Department of)-Mental Health, Chemical Abuse and Dependency Services-(ALL) All Sections

Category Code Level 1: PHL-Public Health Management:The functions related to public health care.

Category Code Level 2: 07-Social Services: The activity of managing the documentation regarding adult social services.

Category Code Level 3: PHL-07-004

Category Title: Client Screening and Referral Files (Completed and Closed)

Category Description (Description of activity):

Category Notes (Examples of records in this category):

Rule Number (DAN): COMBO RULE PHL-07-004

Cutoff: Year End

Retention Period: 10 years

Cross Reference:

<p>Essential Record: Yes</p> <p>Rule Status: Active</p> <p>Rule Remarks: Reference RCW 4.16.350. This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside of the agency.</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Community and Human Services (Department of)-Mental Health, Chemical Abuse and Dependency Services-(ALL) All Sections
Category Code Level 1: PHL-Public Health Management:The functions related to public health care.
Category Code Level 2: 08-Health Research: The activity of researching social and health services
<p>Category Code Level 3: PHL-08-001</p> <p>Category Title: Epidemiologic Records and Reports</p> <p>Category Description (Description of activity): The activity of managing records and reports of disease outbreak, value response, treatment methods used, demographic and diagnostic data, and other pertinent information.</p> <p>Category Notes (Examples of records in this category): Can also include morbidity and mortality reports.</p> <p>Rule Number (DAN): HE55-01D-05</p> <p>Cutoff: Year end</p> <p>Retention Period: 6 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks: DOH may receive a copy of this report.</p> <p>Archival Status: Archival</p> <p>Archival Remarks: This record can be transferred to the King County Archives after disposition approval from the agency.</p>
Department, Division, Sections (DDS) with access to this category:
Public Health (Department of)-Community Health Services Division-(Records) Health Records
Public Health (Department of)-Correctional Health & Rehab Services-

(ALL) All Sections
Public Health (Department of)-Emergency Medical Services Division-(ALL) All Sections
Public Health (Department of)-Prevention Division-(EPI) Epidemiology
Public Health (Department of)-Prevention Division-(LAB) Laboratory
Category Code Level 1: PHL-Public Health Management:The functions related to public health care.
Category Code Level 2: 08-Health Research: The activity of researching social and health services
<p>Category Code Level 3: PHL-08-002</p> <p>Category Title: Coding Forms</p> <p>Category Description (Description of activity): The activity of managing Cardiac Arrest Surveillance System Primary Coding Forms. Information on cardiac arrests in King County excluding Seattle.</p> <p>Category Notes (Examples of records in this category): Data derived from Medical Incident Report Forms (MIRFs), hospital records, death certificates, and dispatcher evaluation tapes. Copies of MIRFs and death certificates attached. Utilizes Rolodex file with alphabetic listing of surviving patients names.</p> <p>Rule Number (DAN): S89-031-01A</p> <p>Cutoff: after project completion</p> <p>Retention Period: 20 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks:</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
Public Health (Department of)-Emergency Medical Services Division-(ALL) All Sections
Category Code Level 1: PRE-Public Relations Management:The functions related to general public relations activities.
Category Code Level 2: 01-Community Relations: The activity around the county's interaction with the community.

Category Code Level 3: PRE-01-001**Category Title:** Citizens' Complaints and Requests for Agency Action**Category Description (Description of activity):** Communications from citizens making a complaint or request for agency action, as well as the associated agency response. NOTE: See INF-01-001 and INF-01-002 For Public Disclosure and Information Requests.**Category Notes (Examples of records in this category):****Rule Number (DAN):** GS50-01-09**Cutoff:** Matter closed**Retention Period:** 3 Years**Cross Reference:****Essential Record:** No**Rule Status:** Active**Rule Remarks:** The retention of Citizens' Complaints and Requests can be delegated to the responding agency. The responding agency will retain the original request along with the response. This rule is assigned to PRE-01-001 category.**Archival Status:** Archival**Archival Remarks:** This record can be transferred to the King County Archives after disposition approval from the agency.**Department, Division, Sections (DDS) with access to this category:**

Elections (Department of)-Voter Services-(ALL) All Sections

Executive Services (Department of) -Finance and Business Operations-(BPROS) Benefit, Payroll, and Retirement Operations Section

Executive Services (Department of) -Finance and Business Operations-(DIR) Director's Office

Executive Services (Department of) -Finance and Business Operations-(FM) Financial Management

Executive Services (Department of) -Finance and Business Operations-(PCS) Procurement and Contract Services

Executive Services (Department of) -Finance and Business Operations-(TO) Treasury Operations

Executive Services (Department of) -Office of Risk Management-(ALL) All Sections

Executive Services (Department of) -Records and Licensing Services-(ARMMS-AR) Archives
Executive Services (Department of) -Records and Licensing Services-(TEST) Test
Executive Services (Department of)-Director's Office-(DIR) Executive Services Director's Office
Executive Services (Department of)-Facilities Management-(BS) Building Services
Executive Services (Department of)-Facilities Management-(DIR) Director's Office
Judicial Administration (Department of)-Information and Records Services-(ALL) All Sections
King County Council (IA)-Board of Equalization/Appeals-(ALL) All Sections
King County Council (IA)-Clerk of the Council-(ALL) All Sections
King County Council (IA)-Ombudsman-(OCC) Office of Citizen's Complaints
King County Council (IA)-Ombudsman-(TA) Tax Advisor
King County Executive Office-Executive's Office-(ALL) All Sections
King County Executive Office-Office of Labor Relations-(ALL) All Sections
Natural Resources and Parks (Department of)-Director's Office-(ALL) All Sections
Natural Resources and Parks (Department of)-Parks-(CPBD) Capital Planning & Business Development
Natural Resources and Parks (Department of)-Parks-(DIR) Director's Office
Natural Resources and Parks (Department of)-Parks-(RECOPS) Recreation & Operations Support
Natural Resources and Parks (Department of)-Parks-(RES) Resource

Natural Resources and Parks (Department of)-Water and Land Resources-(OPS) Operational Sections
Prosecuting Attorney Office (IA)-Administration-(ALL) All Sections
Public Health (Department of)-Director's Office-(ALL) All Sections
Transportation (Department of)-Airport-(ALL) All Sections
Transportation (Department of)-Fleet-(ALL) All Sections
Transportation (Department of)-Marine-(ALL) All Sections
Category Code Level 1: PRE-Public Relations Management:The functions related to general public relations activities.
Category Code Level 2: 01-Community Relations: The activity around the county's interaction with the community.
<p>Category Code Level 3: PRE-01-002</p> <p>Category Title: Public Relations and Information</p> <p>Category Description (Description of activity): This category contains records related to community relations and information released to the public. This can include: biographical files, historical files of an agency, newspaper clippings, photographs, audio/visual materials, press releases, speeches by officials and staff representing an agency, and scrapbooks or albums.</p> <p>Category Notes (Examples of records in this category):</p> <p>Rule Number (DAN): Combo Rule PRE-01-002</p> <p>Cutoff: When obsolete or superseded.</p> <p>Retention Period: 1 year</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks: For purposes related to King County business processes, the retention period for this rule was increased from destroy after superseded or obsolete to retain 1 year after year end. This rule is assigned to category PRE-01-002</p> <p>Archival Status: Archival</p> <p>Archival Remarks: This record can be transferred to the King County Archives after disposition approval from the agency.</p>
Department, Division, Sections (DDS) with access to this category:

Community and Human Services (Department of)-Director's Office-(ALL) All Sections
Elections (Department of)-Operations-(ALL) All Sections
Executive Services (Department of) -Facilities Management-(PS) Printshop
Executive Services (Department of) -Office of Risk Management-(ALL) All Sections
Executive Services (Department of) -Records and Licensing Services-(ARMMS) Archives, Records Management and Mail Services
Executive Services (Department of) -Records and Licensing Services-(ARMMS-AR) Archives
Executive Services (Department of) -Records and Licensing Services-(RAS) Regional Animal Services
Executive Services (Department of) -Records and Licensing Services-(TEST) Test
Executive Services (Department of)-Director's Office-(DIR) Executive Services Director's Office
King County Executive Office-Executive's Office-(ALL) All Sections
King County Executive Office-Office of Labor Relations-(ALL) All Sections
King County Sheriff's Office (IA)-Technical Services Division-(PHOTO) Photo Lab
Natural Resources and Parks (Department of)-Director's Office-(ALL) All Sections
Natural Resources and Parks (Department of)-Parks-(CPBD) Capital Planning & Business Development
Natural Resources and Parks (Department of)-Parks-(DIR) Director's Office
Natural Resources and Parks (Department of)-Parks-(RECOPS) Recreation &Operations Support
Natural Resources and Parks (Department of)-Parks-(RES) Resource

Natural Resources and Parks (Department of)-Solid Waste-(ALL) All Sections
Transportation (Department of)-Airport-(ALL) All Sections
Transportation (Department of)-Fleet-(ALL) All Sections
Transportation (Department of)-Marine-(ALL) All Sections
Transportation (Department of)-Transit-(CON) Design and Construction
Category Code Level 1: PRE-Public Relations Management:The functions related to general public relations activities.
Category Code Level 2: 01-Community Relations: The activity around the county's interaction with the community.
<p>Category Code Level 3: PRE-01-003</p> <p>Category Title: Ombudsman Complaint Files</p> <p>Category Description (Description of activity): Complaint files developed as a result of administrative or procedural complaints by an employee or a member of the public against an administrative act or agency.</p> <p>Category Notes (Examples of records in this category): This category may include: complaint, documentary materials used in investigation, copies or correspondence and any official finding, the Summary and notes and other data pertinent to the case. Also includes records on information/referral calls, citizen complaints, ethics complaints and whistleblower complaints.</p> <p>Rule Number (DAN): S94-102-01R</p> <p>Cutoff: Case closed</p> <p>Retention Period: 6 Years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks: If appeal hearing is requested, a copy of the final report is given to the Board of Ethics.</p> <p>Archival Status: Potentially Archival</p> <p>Archival Remarks: Potentially Archival: Records from this series may be selected for inclusion in the County's historical records collection. Please contact the County Archivist for an appraisal.</p>
Department, Division, Sections (DDS) with access to this category:

King County Council (IA)-Ombudsman-(OCC) Office of Citizen's Complaints
Category Code Level 1: PSF-Public Safety Management: The functions related to law enforcement, fire marshal, and animal control programs and operations.
Category Code Level 2: 01-Fire Marshal: The activities related to the administration and enforcement of fire codes.
Category Code Level 3: PSF-01-001 Category Title: Fire Investigation Documentation - Closed Investigations Category Description (Description of activity): Category Notes (Examples of records in this category): Rule Number (DAN): GS53-04-15 Cutoff: Year end Retention Period: 6 years Cross Reference: Essential Record: No Rule Status: Active Rule Remarks: The primary record copy may be held by the city or county fire marshal, law enforcement agency or the State Fire Marshall's Office. Archival Status: Not Archival Archival Remarks:
Department, Division, Sections (DDS) with access to this category:
Development and Environmental Services (Department of)-General Division-(ALL) All Sections
Category Code Level 1: PSF-Public Safety Management: The functions related to law enforcement, fire marshal, and animal control programs and operations.
Category Code Level 2: 01-Fire Marshal: The activities related to the administration and enforcement of fire codes.
Category Code Level 3: PSF-01-002 Category Title: Fire Investigation Documentation - Open Investigations that do not result in loss of human life. Category Description (Description of activity): Category Notes (Examples of records in this category): Rule Number (DAN): GS53-04-16

<p>Cutoff: Year end</p> <p>Retention Period: 10 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks: Reference RCW 9A.04.080, which requires that criminal charges must be filed within 10 years after the occurrence of an arson that does not result in the loss of human life.</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:
<p>King County Sheriff's Office (IA)-Criminal Investigation Unit-(ALL)</p> <p>All Sections</p>
Category Code Level 1: PSF-Public Safety Management: The functions related to law enforcement, fire marshal, and animal control programs and operations.
Category Code Level 2: 08-Court Order Implementation: The activity of enforcing and implementing orders, subpoenas, warrants and other papers issued by courts requiring law enforcement involvement.
<p>Category Code Level 3: PSF-08-006</p> <p>Category Title: Executions Against Personal Property</p> <p>Category Description (Description of activity): Records relating to court-ordered property seizures resulting from judgments against individuals or entities in accordance with Chapter 6.17 RCW.</p> <p>Category Notes (Examples of records in this category): Includes, but is not limited to: Civil worksheets; writs and granting orders; Continuation reports; Descriptions of property involved.</p> <p>Rule Number (DAN): LE05-01-07R1</p> <p>Cutoff: Date of seizure or stay</p> <p>Retention Period: 6 years</p> <p>Cross Reference:</p> <p>Essential Record: No</p> <p>Rule Status: Active</p> <p>Rule Remarks:</p> <p>Archival Status: Not Archival</p> <p>Archival Remarks:</p>
Department, Division, Sections (DDS) with access to this category:

King County Sheriff's Office (IA)-Technical Services Division-(CPU) Civil Process Unit
Category Code Level 1: PSF-Public Safety Management: The functions related to law enforcement, fire marshal, and animal control programs and operations.
Category Code Level 2: 09-Violations and Traffic Enforcement: The activity of enforcing traffic or vehicle-related laws and ordinances, and citing violations.
Category Code Level 3: PSF-09-010 Category Title: Impounds/Abandoned Vehicles Category Description (Description of activity): Records relating to vehicles impounded by the agency. Category Notes (Examples of records in this category): Includes, but is not limited to: Impound/Abatement records; tow-away notices; Requests for information; Notice to owner(s) and/or lien holder(s); Affidavits; Transfer of ownership; Bills of sale. Rule Number (DAN): LE21-01-02R1 Cutoff: Disposition date of vehicle Retention Period: 3 years Cross Reference: Essential Record: No Rule Status: Active Rule Remarks: Archival Status: Not Archival Archival Remarks:
Department, Division, Sections (DDS) with access to this category:
Natural Resources and Parks (Department of)-Solid Waste-(ALL) All Sections
Category Code Level 1: PSF-Public Safety Management: The functions related to law enforcement, fire marshal, and animal control programs and operations.
Category Code Level 2: 10-Property and Auction Management: The activity of confiscating, seizing, acquiring and/or auctioning (non-agency) property as mandated by statute, ordinance or court order.
Category Code Level 3: PSF-10-002 Category Title: Property Seizure/Sale Category Description (Description of activity): Records relating to

the seizure and/or sale of non-agency property to satisfy a court judgment or order.

Category Notes (Examples of records in this category): Includes, but is not limited to: Auction reports; Bills, certificates, and notices of sale; Copies of deeds.

Rule Number (DAN): LE03-01-08R1

Cutoff: Sale of Property

Retention Period: 6 years

Cross Reference:

Essential Record: No

Rule Status: Active

Rule Remarks:

Archival Status: Not Archival

Archival Remarks:

Department, Division, Sections (DDS) with access to this category:

King County Sheriff's Office (IA)-Technical Services Division-(CPU)
Civil Process Unit

Category Code Level 1: PUT-Public Utilities Management: The functions related to the operation and maintenance of utilities projects.

Category Code Level 2: 01-Roads Management: The activity of documenting the management of county roads.

Category Code Level 3: PUT-01-001

Category Title: Right-of-Way/Road Vacation Files

Category Description (Description of activity): Documentation of the process of relinquishing road, street, alley, and other rights-of-way owned by King County.

Category Notes (Examples of records in this category):

Rule Number (DAN): GS55-05A-08

Cutoff: Approval by governing council, commission, or board

Retention Period: 10 years

Cross Reference:

Essential Record: Yes

Rule Status: Active

Rule Remarks: The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

Archival Status: Archival

Archival Remarks: This record can be transferred to the King County Archives after disposition approval from the agency.
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Facilities Management-(RES) Real Estate Services
Transportation (Department of)-Road Services-(ENGR) Engineering
Category Code Level 1: PUT-Public Utilities Management: The functions related to the operation and maintenance of utilities projects.
Category Code Level 2: 02-Sewer and Water: The activity of documenting the management of sewer and water.
Category Code Level 3: PUT-02-001 Category Title: Pollution and Pollution Control Studies, Sewer and Water System Category Description (Description of activity): Category Notes (Examples of records in this category): Rule Number (DAN): GS55-06A-14 Cutoff: Year end Retention Period: 5 years Cross Reference: Essential Record: No Rule Status: Active Rule Remarks: Archival Status: Archival Archival Remarks: This record can be transferred to the King County Archives after disposition approval from the agency.
Department, Division, Sections (DDS) with access to this category:
Natural Resources and Parks (Department of)-Water and Land Resources-(OPS) Operational Sections
Category Code Level 1: PUT-Public Utilities Management: The functions related to the operation and maintenance of utilities projects.
Category Code Level 2: 02-Sewer and Water: The activity of documenting the management of sewer and water.
Category Code Level 3: PUT-02-002 Category Title: Project Files Sewer and Water System Documentation Category Description (Description of activity): Category Notes (Examples of records in this category):

Rule Number (DAN): GS55-06A-19 Cutoff: Life of facility Retention Period: 6 years Cross Reference: Essential Record: No Rule Status: Active Rule Remarks: Archival Status: Not Archival Archival Remarks:
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Office of Risk Management-(ALL) All Sections
Natural Resources and Parks (Department of)-Wastewater Treatment-(ALL) All Sections
Natural Resources and Parks (Department of)-Water and Land Resources-(OPS) Operational Sections
Transportation (Department of)-Transit-(CON) Design and Construction
Transportation (Department of)-Transit-(VM) Vehicle Maintenance
Category Code Level 1: TRA-Transit Authority Management: The functions related to managing and operating public transit.
Category Code Level 2: 01-Operations: The activity of operating public transit.
Category Code Level 3: TRA-01-001 Category Title: Americans with Disabilities Act. Customer Eligibility files. Category Description (Description of activity): Category Notes (Examples of records in this category): Rule Number (DAN): GS50-31-02 Cutoff: After termination of service or participation by customer Retention Period: 6 years Cross Reference: Essential Record: No Rule Status: Active Rule Remarks: Archival Status: Not Archival

Archival Remarks:
Department, Division, Sections (DDS) with access to this category:
Transportation (Department of)-Transit-(PRO) Paratransit/Rideshare Operations
Transportation (Department of)-Transit-(SCS) Sales and Customer Service
Category Code Level 1: TRA-Transit Authority Management: The functions related to managing and operating public transit.
Category Code Level 2: 01-Operations: The activity of operating public transit.
Category Code Level 3: TRA-01-002 Category Title: Sales Reports Transit Authorities Category Description (Description of activity): Category Notes (Examples of records in this category): Rule Number (DAN): GS50-31-35 Cutoff: Year end Retention Period: 3 years Cross Reference: Essential Record: No Rule Status: Active Rule Remarks: Archival Status: Not Archival Archival Remarks:
Department, Division, Sections (DDS) with access to this category:
Transportation (Department of)-Transit-(SCS) Sales and Customer Service
Category Code Level 1: TRA-Transit Authority Management: The functions related to managing and operating public transit.
Category Code Level 2: 01-Operations: The activity of operating public transit.
Category Code Level 3: TRA-01-003 Category Title: Vanpool Monthly Reports Transit Authorities Category Description (Description of activity): Category Notes (Examples of records in this category): Rule Number (DAN): GS50-31-42 Cutoff: Termination of pool

Retention Period: 6 years Cross Reference: Essential Record: No Rule Status: Active Rule Remarks: Archival Status: Not Archival Archival Remarks:
Department, Division, Sections (DDS) with access to this category:
Transportation (Department of)-Transit-(HR) Human Resources
Transportation (Department of)-Transit-(PRO) Paratransit/Rideshare Operations
Category Code Level 1: TRA-Transit Authority Management: The functions related to managing and operating public transit.
Category Code Level 2: 01-Operations: The activity of operating public transit.
Category Code Level 3: TRA-01-004 Category Title: Operations Reports Transit Authorities Category Description (Description of activity): Daily, weekly or other periodic reports summarizing transit system operations Category Notes (Examples of records in this category): Rule Number (DAN): GS50-31-21 Cutoff: Destroy when obsolete or superseded Retention Period: 3 years Cross Reference: Essential Record: No Rule Status: Active Rule Remarks: Archival Status: Not Archival Archival Remarks:
Department, Division, Sections (DDS) with access to this category:
Transportation (Department of)-Transit-(OPS) Transit Operations
Category Code Level 1: TRA-Transit Authority Management: The functions related to managing and operating public transit.
Category Code Level 2: 02-Safety: The activity of managing public transit safety.
Category Code Level 3: TRA-02-001

Category Title: Accident/Traffic Collision Logs Category Description (Description of activity): Category Notes (Examples of records in this category): Rule Number (DAN): GS50-06E-13 Cutoff: Last Entry Retention Period: 6 years Cross Reference: Essential Record: No Rule Status: Active Rule Remarks: Archival Status: Not Archival Archival Remarks:
Department, Division, Sections (DDS) with access to this category:
Executive Services (Department of) -Human Resources-(S&C) Safety, Claims & Disability Services
King County Sheriff's Office (IA)-Technical Services Division-(IIU) Internal Investigation Unit
Transportation (Department of)-Transit-(SAFE) Safety
Transportation (Department of)-Transit-(VM) Vehicle Maintenance